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PR-2025-0710-284336



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-063025-1267**Dept./Office: **URSO**PR No.: **IGP-2025-07-00824**Date: **07-10-2025**Section/End-User: **Marily V. Seville**Category: **Office Supplies**Funding Source: **Income Generating Project - MOOE**Project Title/Code: **URS-2025E**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ring Binder, plastic, 22mm, 7/8" black	pieces	200	27.00		5,400.00
2	Ink Fil-Type	L	10	1,690.00		16,900.00
3	Master Fil-Type A3	roll	3	4,850.00		14,550.00
TOTAL						36,850.00

Purpose: For the reproduction of review materials for ALE review program

Checked by: VIVIAN V. BALBARINO 7/10/25		Funds Available: ALICIA M. FLORES 7/21/25	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by: MARILY V. SEVILLE	Noted by: JADE DHAPNEE Z. COMPENDIO	Approved by: PROSE IVY G. YEPES 7/25/25
Printed Name:	MARILY V. SEVILLE	JADE DHAPNEE Z. COMPENDIO	PROSE IVY G. YEPES
Designation:	CLERK-d DRC	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

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Signature:	Prepared by: MARILY V. SEVILLE	Noted by: JADE DHAPNEE Z. COMPENDIO	Approved by: PROSE IVY G. YEFES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:	CLERK-ADRC		

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Signature: 	Prepared by: MARILY V. SEVILLE	Noted by: JADE DHAPNEE Z. COMPENDIO	Approved by: PROSE IVY G. YEPES
Designation:	CLERK - JORC	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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PPMP-2025-0707-283378

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-USER/UNIT: **University Review Services Office**
CHARGED TO IGP-MOOE
Project, Programs and Activities (PPAs):

For the reproduction of review materials for the ALE review program.

PPMP #: **PPMP-2025-063025-1267**
Project Code: **URS-2025E**

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Office Supplies															
	Ink Fil-Type	10 L	16,900.00	NP - Emergency Cases							10					
	Master Fil-Type A3	3 roll	14,550.00	NP - Emergency Cases							3					
	Ring Binder, plastic, 22mm, 7/8" black	200 pieces	5,400.00	NP - Emergency Cases							200					
	Sub-Total		36,850.00													
	TOTAL BUDGET:		36,850.00													

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by: Marily V. Seville
MARILY V. SEVILLE

Submitted by: Jade Dhapnee Z. Compendio
JADE DHAPNEE Z. COMPENDIO
Unit Head/Project Leader



Date: **07/08/2025**

Alicia M. Flores
ALICIA M. FLORES