



West Visayas State University

(Formerly Iloilo Normal School)
OFFICE OF THE BOARD SECRETARY

Luna St., La Paz, Iloilo City 5000

Iloilo, Philippines

* Trunkline: (063) 320-0870 loc 1902 * Telefax No.: (033) 320-0878

* Website: www.wvsu.edu.ph * Email Address: bor@wvsu.edu.ph



BACANG PILIPINAS

EXCERPT FROM THE MINUTES OF THE 248TH BOARD OF REGENTS' MEETING (REGULAR) OF THE WEST VISAYAS STATE UNIVERSITY HELD AT BOARD ROOM, OFFICE OF THE CHAIRPERSON, CHED CENTRAL OFFICE, DILIMAN, QUEZON CITY AND VIA ZOOM ONLINE MEETING PLATFORM WITH MEETING ID 910 2731 7638 ON SEPTEMBER 11, 2024 AT 10:00 AM

Upon motion duly seconded and carried, the following resolution was adopted by the WVSU Board of Regents, thus:

RESOLUTION NO. 141-A-2024

RESOLVED, AS IT IS HEREBY RESOLVED, that after full deliberation on the matter, the Board approved the West Visayas State University (WVSU) Revised Annual Procurement Plan (APP) No. 5 for FY 2024, amounting to Nine Hundred Thirty-Seven Thousand One Hundred Eighteen Pesos and 12/100 (P937,118.12), to wit:

CAMPUS	APP/Unit/Campus
WVSU MAIN CAMPUS	₱778,005.98
WVSU HIMAMAYLAN CITY CAMPUS	₱69,112.14
WVSU CALINOG CAMPUS	₱90,000.00
GRAND TOTAL	₱937,118.12

APPROVED.

I hereby certify to the authenticity and veracity of the foregoing resolution.

Certified Correct:

CERTIFIED MACHINE COPY

NONA P. SALVIO
BOARD SECRETARY V

SEP 17 2024

This certification is not valid unless attested by the Chairman/Vice Chairman:

NONA P. SALVIO
University and Board Secretary V

Attested by:

JOSELITO F. VILLARUZ, M.D., PH.D., FPPS
President, WVSU and
Vice Chair, WVSU BOR



Higher Education
Banking



United Nations
Academic Impact



WURI UPM



BAC OFFICE COPY



West Visayas State University

(Formerly Iloilo Normal School)
Luna St., La Paz, Iloilo City 5000
Iloilo, Philippines

* Trunkline: (063) (033) 320-0870 loc 1102 * Telefax No.: (033) 320-0879
* Website: www.wvsu.edu.ph * Email Address: president@wvsu.edu.ph



BACONG PILIPINAS

OFFICE OF THE PRESIDENT

August 9, 2024

The Honorable Chairman and Members
Board of Regents
West Visayas State University

Thru: **The Administrative Council**

Sir/ Mesdames:

We are respectfully submitting for approval by the Honorable Board of Regents the 2024 WVSU Revised APP No. 5.

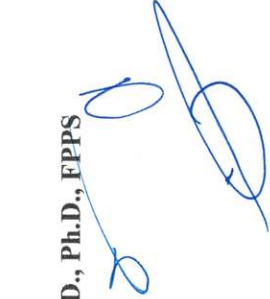
CAMPUS	APP/Unit/Campus
WVSU MAIN CAMPUS	Php778,005.98
WVSU HIMAMAYLAN CITY CAMPUS	Php69,112.14
WVSU CALINOG CAMPUS	Php90,000.00
GRAND TOTAL	<u>Php937,118.12</u>

Approval of the request is highly sought.

Thank you very much.

Very truly yours,

JOSE LITO F. VILLARUZ, M.D., Ph.D., EPPS
President





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BAGONG PILIPINAS

OFFICE OF THE PRESIDENT

CERTIFICATION

This is to certify that Project Procurement Management Plans (PPMPs) are prepared in accordance with RA 9184 to support the Revised Annual Procurement Plan (APP) No. 5 of West Visayas State University (WVSU).


JOSELITO F. VILLARUZ, M.D., Ph.D., FPPS
SUC President IV





West Visayas State University

(Formerly Iloilo Normal School)
Procurement Division
Luna St., La Paz, Iloilo City 5000
Iloilo, Philippines



* Trunkline: (063) (033) 320-0870 loc1103/1104 * Telefax No.: (033) 320-0879
* Website: www.wvsu.edu.ph * Email Address: bac@wvsu.edu.ph

August 9, 2024


Dr. Joselito F. Villaruz
SUC President IV
This University

Dear Sir:

We are submitting herewith for submission to the Board of Regents (BOR) the certification that the Revised Annual Procurement Plan (APP) No. 5 of the University is supported by Project Procurement Management Plans (PPMPs) prepared by respective responsibility centers in accordance with the requirements of RA 9184.

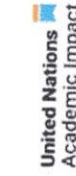
Thank you and we hope that you will find the attached documents in order.

Respectfully yours,


ROSALIE C. QUICOY
Chief Administrative Officer – Procurement Division

Noted:

PETER ERNIE D. PARIS, Ph.D.
VP for Administration and Finance



Revised APP No. 5
 BOR Resolution No.: 141-A-2024
 Date: 9/11/24

West Visayas State University (WVSU) Revised Annual Procurement Plan (APP) No. 5 for FY 2024

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)	Remarks (Explaining changes from the APP)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
WVSU-MAIN CAMPUS														
5020102000	Foreign Travel	ILLO	No	NP-53.9 - Small Value Procurement	19-Aug-24	N/A	19-Aug-24	19-Aug-24	Special Trust Fund 2024	75,692.00	75,692.00		Foreign Travel	To realign funds from Other MOOE to Foreign Travel Fund to attend EAIE International Conference in France
5020102000	Foreign Travel	ILLO	No	NP-53.9 - Small Value Procurement	19-Aug-24	N/A	19-Aug-24	19-Aug-24	Special Trust Fund 2024	61,219.00	61,219.00		Foreign Travel	To realign funds from Other MOOE to Foreign Travel Fund to attend EAIE International Conference in France
5020321003	Procurement of Semi-Expendable ICT Equipment	VPRIE	No	NP-53.9 - Small Value Procurement	19-Aug-24	N/A	19-Aug-24	19-Aug-24	Special Trust Fund 2024	139,980.00	139,980.00		Procurement of Semi-Expendable ICT Equipment	To realign funds from IT Equipment and Software to Semi-Expendable Supplies Expenses (ICT Equipment)
5020321003	Procurement of Semi-Expendable ICT Equipment	VPRIE	No	NP-53.9 - Small Value Procurement	19-Aug-24	N/A	19-Aug-24	19-Aug-24	Special Trust Fund 2024	23,370.00	23,370.00		Procurement of Semi-Expendable ICT Equipment	To realign funds from IT Equipment and Software to Semi-Expendable Supplies Expenses (ICT Equipment)
5020301000	Procurement of Office Supplies	OSA	No	NP-53.9 - Small Value Procurement	19-Aug-24	N/A	19-Aug-24	19-Aug-24	Special Trust Fund 2024	8,095.00	8,095.00		Procurement of Office Supplies	To realign funds from Water Expenses to Office Supplies Expenses
5029907004	Subscriptions Expense	UPDO	No	NP-53.9 - Small Value Procurement	19-Aug-24	N/A	19-Aug-24	19-Aug-24	GAA 2024	72,324.98	72,324.98		Subscriptions Expense	To realign funds from Travelling Expenses to Subscription Expenses
5029907004	Subscriptions Expense	COM	No	NP-53.9 - Small Value Procurement	19-Aug-24	N/A	19-Aug-24	19-Aug-24	GAA 2024	72,325.00	72,325.00		Subscriptions Expense	To realign funds from Various Other Supplies to Subscription Expenses
5029907004	Subscriptions Expense	UPDO	No	NP-53.9 - Small Value Procurement	19-Aug-24	N/A	19-Aug-24	19-Aug-24	GAA 2024	275,000.00	275,000.00		Subscriptions Expense	To realign funds from Travelling Expenses to Subscription Expenses
5020301002	Procurement of Office Supplies	Records	No	NP-53.9 - Small Value Procurement	19-Aug-24	N/A	19-Aug-24	19-Aug-24	GAA 2024	50,000.00	50,000.00		Procurement of Office Supplies	To realign funds from Repairs and Maintenance (Furniture and Fixtures) to Office Supplies Expenses.
Sub-Total (WVSU-Main Campus)										778,005.98	778,005.98	0.00		
WVSU-Himamaylan City Campus														
50203990 00	Other Supplies and Materials Expense	SBM	No	NP-53.9 - Small Value Procurement	N/A	N/A	13-Aug-24	20-Aug-24	Special Trust Fund (Unexpended Balances of 2023)	41,862.14	41,862.14		Other Supplies and Materials Expense	To realign budget from Repairs and Maintenance - School Building to Other Supplies and Materials Expenses amounting to 41,862.14
10405190 00	Semi-Expendable Machinery and Equipment	SBM	No	NP-53.9 - Small Value Procurement	N/A	N/A	13-Aug-24	20-Aug-24	Special Trust Fund (Unexpended Balances of 2023)	27,250.00	27,250.00		Semi-Expendable Machinery and Equipment	To realign budget from Repairs and Maintenance - School Building to Semi-Expendable Machinery and Equipment amounting to 27,250.00
Sub-Total (WVSU-Himamaylan City Campus)										69,112.14	69,112.14	0.00		

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)	Remarks (Explaining changes from the APP)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
WVSU-Calinog Campus														
5020308000	Procurement of Medical, Dental and Laboratory Supplies	CRE	No	NP-53.9 - Small Value Procurement	9-Sep-24	12-Sep-24	19-Sep-24	19-Sep-24	GAA 2024	90,000.00	90,000.00		Procurement of Medical, Dental and Laboratory Supplies	To realign funds from Agricultural Supplies Expense to Medical, Dental and Laboratory Supplies Expense
Sub-Total (WVSU-Calinog Campus)										<u>90,000.00</u>	<u>90,000.00</u>	<u>0.00</u>		
GRAND TOTAL										<u>937,118.12</u>	<u>937,118.12</u>	<u>0.00</u>		

PREPARED BY:

ROSALIE C. QUICOY
Head, BAC Secretariat

JULIUS B. UNДАР
BAC Chairperson

RECOMMENDING APPROVAL:

PETER ERNIE D. PARIS, Ph.D.
VP for Admin and Finance

JOSE LITO F. VILLARUZ, M.D., Ph.D., FPPS
SUC President IV

West Visayas State University Calinog Campus
REVISED ANNUAL PROCUREMENT PLAN, FY 2024

Code (PAP)	Procurement Program/ Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/ No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/ Project)	Remarks (Explaining changes from the APP)
					Ads/Post of IB/ REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
5020308000	Procurement of Medical, Dental and Laboratory Supplies	CRE	No	NP-53.9 - Small Value Procurement	9-Sep-24	12-Sep-24	19-Sep-24	19-Sep-24	GAA 2024	90,000.00	90,000.00	-	Procurement of Medical, Dental and Laboratory Supplies	To realign funds from Agricultural Supplies Expense to Medical, Dental and Laboratory Supplies Expense
TOTAL										90,000.00	90,000.00	-		

Prepared by:



MARGIE A. CALAR
BAC Secretariat

Certified Correct:

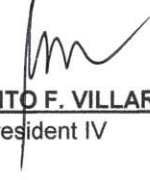


DINNA JOY P. OTAYDE
BAC Chairperson

Recommending Approval:



ROSARIO CLARABEL C. CONTRERAS, Ph.D.
Campus Administrator



JOSELITO F. VILLARUZ, M.D., Ph.D., FPPS
SUC President IV

West Visayas State University (WVSU) Hiramaylan City Campus Revised Annual Procurement Plan (APP) Unexpended Balances of 2023

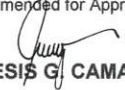
Code (PAP)	Procurement Program/Project	PMO/ User	End	Is this an Early Procurement Activity? (Yes/ No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)	Remarks (Explaining changes from the APP)
						Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
WVSU-Hiramaylan Campus															
50203990 00	Other Supplies and Materials Expense	SBM		No	NP-53.9 - Small Value Procurement	N/A	N/A	13-Aug-24	20-Aug-24	Special Trust Fund (Unexpended Balances of 2023)	41,862.14	41,862.14		Other Supplies and Materials Expense	To realign budget from Repairs and Maintenance - School Building to Other Supplies and Materials Expenses amounting to 41,862.14
10405190 00	Semi-Expendable Machinery and Equipment	SBM		No	NP-53.9 - Small Value Procurement	N/A	N/A	13-Aug-24	20-Aug-24	Special Trust Fund (Unexpended Balances of 2023)	27,250.00	27,250.00		Semi-Expendable Machinery and Equipment	To realign budget from Repairs and Maintenance - School Building to Semi-Expendable Machinery and Equipment amounting to 27,250.00
GRAND TOTAL											69,112.14	69,112.14	0.00		

Prepared by: 

JANICE A. CASTILLO, M.A.Ed.
BAC Secretariat

Noted By: 

ALMAR J. JAVA, M.Ed.
BAC Chairperson

Recommended for Approval by: 

GENESIS G. CAMARISTA, Ph.D.
Campus Administrator

Approved By: 

JOSELITO F. VILLARUZ, M.D., Ph.D., FPPS
SUC President IV

West Visayas State University (WVSU) Himamaylan City Campus Revised Annual Procurement Plan for FY 2024

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/ No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)	Remarks (Explaining changes from the APP)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
WVSU-Himamaylan Campus														
10405030 00	Procurement of Semi-Expendable Information and Communications Technology Equipment	Record's	No	NP-53.9 - Small Value Procurement	N/A	N/A	17-Jul-24	29-Jul-24	Special Trust Fund	13,500.00	13,500.00		Procurement of Semi-Expendable Information and Communications Technology Equipment	To realign budget from Office Supplies PS-DBM to Semi-Expendable ICT Equipment amounting to 13,500.00
Sub-total (Himamaylan Campus)										13,500.00	13,500.00	0.00		
GRAND TOTAL										13,500.00	13,500.00	0.00		


Prepared by:-


JANICE A. CASTILLO, M.A.Ed.
 BAC Secretariat

Noted By:





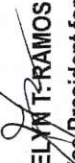

ALMAR J. JAVA, M.Ed.
 BAC Chairperson

Recommended for Approval by:


GENESIS G. CAMARISTA, Ph.D.
 Campus Administrator

Approved by:


JOSELITO F. VILLARUZ, M.D., Ph.D., FPPS
 SUC President IV

REALIGNMENT FORM		Document No. WVSU-FIN-SOI-03-F03				
 WEST VISAYAS STATE UNIVERSITY		Issue No.	1			
		Revision No.	1			
		Date of Effectivity:	September 1, 2023			
		Issued by:	WVSU			
		Page No.	Page 1 of 1			
College/Department/Unit HIMAMAYLAN CITY CAMPUS						
Date of request May 17, 2024						
Program/Project/Activity (PPA) General Administrative and Support Services						
Specific Activity Records						
Amount		13,500.00				
Justification For Office us. Current printer is being used by Records and Document Controller						
Detail of Request						
Allotment Class	Acct Code	Expense Item		PPMP Item	Current Budget	Adjusted Budget
		FROM	TO			
MOOE	5020301000			Office Supplies Expense	22,571.78	9,071.78
MOOE	5021299000			Semi-Expendable ICT Equipment		13,500.00
Requested By:		Request is		Reviewed and verified		
 ANGELIE G. MINALE Head of Unit		<input checked="" type="checkbox"/> valid and proper		Requested and verified <input type="checkbox"/> For Supplemental PPMP/APP <input checked="" type="checkbox"/> For Revised PPMP/APP <input checked="" type="checkbox"/> For BOR Approval  BRYAN T. PATRICIO Head of Procurement		
		<input checked="" type="checkbox"/> funds are still available				
		<input checked="" type="checkbox"/> change in PPMP item only				
		<input type="checkbox"/> For BOR Approval				
		<input type="checkbox"/> returned without action				
Approved By:		Realignment No:		JENNY MAY C. GENELAZO Head of Finance RL2024-04-005		
 GENESIS G. CAMARISTA, Ph.D. President/Campus Administrator		Approved By:				
 JELYN T. RAMOS Vice President for Adm'n. and Finance / Campus Administrator		Date:		05/17/2024		

REVISED PROJECT PROCUREMENT MANAGEMENT PLAN


End-User/Unit:
Charged to:
Projects, Programs and Activities (PAPs)

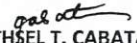
Records Office
Fund 164

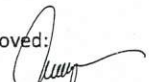
Code	General Description	Quantity Size	Estimated Budget	Total	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
755 - Office Supplies Expenses																
	BOOKPAPER, 70 gsm, size 210 mm x 297 mm A4	11	218.00	2,398.00						1				1		
	BOOKPAPER, 70gsm, size: 216mm x 330mm @ legal	3	247.00	741.00			5			2				2		
	Paper Clip, Plastic Coated, 33mm, 100's	3	26.50	79.50			2							1		
	Paper Clip, Gem Type, Vinyl/Plastic Coated, Jumbo, 100's	3	32.50	97.50					2					1		
	Binder clips 2'' per box	4	91.00	364.00	1				1						1	
	Ink ,003 Black	2	374.00	748.00	1	1					1					1
	Ink ,003 Cyan	2	374.00	748.00	1					1						
	Ink ,003 Magenta	2	374.00	748.00	1									1		
	Ink ,003 Yellow	2	374.00	748.00	1											
	Folder, long , white 100's per pack	1	690.00	690.00	1											
	Correction Tape	3	41.00	123.00						1				1		
	Pencil 12's	2	144.00	288.00	1		1									
	Ballpen, black 12's	2	98.00	196.00	1		1									
	Push Pin	2	30.00	60.00	2											
	Post it Note	2	25.00	50.00	2											
	Highlighter Pen, neon green/yellow/blue	6	15.50	93.00	2		2									6
	Brown Envelope, for legal size documents 100's per box	1	600.00	600.00	1											
	Record Book, 500 pages	2	80.00	160.00									2			
	Various Office Supplies	1	139.78	139.78	1											
765D - Semi-Expendable ICT Equipment																
	Multi-function Printer	1	13,500.00	13,500.00									1			
TOTAL BUDGET				22,571.78												

Prepared by:

ANGELIE G. MIÑALE
End-User/Records Office

Certified as to Funds Availability

GIFT M. ROQA
Budget Officer II

Reviewed by:

ROTHEL T. CABATAC
TWG / Goods

Approved:

GENESIS G. CAMARISTA, Ph.D.
Campus Administrator


EDLIN Z. MUZONES
TWG - IT Equipment



West Visayas State University

(Formerly Iloilo Normal School)
HIMAMAYLAN CITY CAMPUS
Brgy. Caradio-an, Himamaylan City, Negros Occidental, 6108
* Tel.No. (034)-388-3300
* Official Page: <https://www.facebook.com/westhimamaylan/>
* Email Address: himamaylan@wvsu.edu.ph



TECHNICAL SPECIFICATION OF MULTIFUNCTION PRINTER

Function: Print, Scan, Copy with Wi-Fi

ISO Print Speed: (Black/Color) A4 (10 / 5 ppm)

Draft A4 Speed: (Black/Color) (33 / 15 ppm)

Page Yield: 4,500Black / 7,500 Color

Scanner: Flatbed color image scanner

USB 2.0 Connectivity, Wi-Fi, Wi-Fi Direct

Colors: Black, Cyan, Yellow, Magenta

Ink Type: Dye Inks

Warranty: 1 Year

Estimated cost: ₱13,500.00

Prepared by:


ANGELIE G. MIÑALE
End-User, Records Office

Reviewed by:


EDLIN Z. MUZONES
TWG- IT Equipment