



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Please Check

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental (Additional budget)

Unit/Office/Dept/Div.: Office of the Head for Internal Audit

Funding Source*: GF

Purpose: office use

Total Budget: 42,719.14

Project Title: General Fund

Description/Specifications			Qty	Unit	Unit Cost	Total Cost	Schedule/Milestone of Activities (in quantities)											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Supplies																		
1	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3" Long (Black)		20	pcs.	140.00	2,800.00			x									
2	Paper Bond, A4, S-24 80 gsm.		10	reams	289.00	2,890.00			x									
3	Disinfectant Spray, 170g		2	can	280.00	560.00			x									
4	Folder, Long, 14pts. White		25	pcs.	10.00	250.00			x									
5	Alcohol Ethyl, 70% solution, 500ml		9	btl.	140.00	1,260.00			x									
6	Cleaner, Glass 500ml, Spray Type, any scent		2	btl.	200.00	400.00			x									
7	Transparency Film, A4, 100pcs./pack		1	pack	372.00	372.00			x									
8	Folder, Pressboard, US Green Long		25	pcs.	30.00	750.00			x									
IT Supplies and Equipment																		
1	Ink, Epson 003, Genuine Black		3	btl.	400.00	1,200.00			x									
2	Ink, Epson 003, Genuine Cyan		3	btl.	400.00	1,200.00			x									
3	Ink, Epson 003, Genuine Magenta		3	btl.	400.00	1,200.00			x									
4	Ink, Epson 003, Genuine Yellow		3	btl.	400.00	1,200.00			x									
5	Computer Printer, 3-in-One		1	unit	12,500.00	12,500.00			x									
OFFICE FURNITURE AND FIXTURE																		
1	Steel Cabinet, 4 Drawers w/lock, Vertical		1	pc.	11,000.00	11,000.00			x									
GRAND TOTAL						37,582.00												

Prepared by: ARLIN B. FLANDEZ Admin. Aide VI

Noted by: MARIA TERESA A. CRUZ Head, Internal Audit

Funds Available: ALICIA M. FLORES OIC, Budget Office

Date: Mar. 22, 2022