



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

**Please Check**

- ☒ Original PPMP  
☐ Revised (Changed items, same budget)  
☐ Supplemental (Additional budget)

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

CY 2024

Unit/Office/Dept/Div.:

Institute for Strategic Research and Development Studies(ISRDS)

Funding Source\*:

Higher Education (General Fund) 301000000

Purpose:

For office use.

Total Budget:

**150,000.00**

Project Title: \_\_\_\_\_

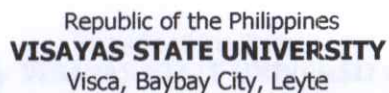
| Description/Specifications |  | Qty | Unit  | Unit Cost | Total Cost | Schedule/Milestone of Activities ( in quantities) |     |     |     |     |     |     |     |     |     |     |     |
|----------------------------|--|-----|-------|-----------|------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                            |  |     |       |           |            | Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Office Supplies            |  |     |       |           |            |   |     |     |     |     |     |     |     |     |     |     |     |
| 1                          | EPSON 003 Black ink bottle 65 ml       | 3   | bots  | 350.00    | 1,050.00   |   |     | 2   |     | 2   |     |     |     |     |     |     |     |
| 2                          | EPSON 003 Cyan ink bottle 65 ml        | 3   | bots  | 350.00    | 1,050.00   |   |     | 2   |     | 2   |     |     |     |     |     |     |     |
| 3                          | EPSON 003 Magenta ink bottle 65 ml     | 3   | bots  | 350.00    | 1,050.00   |   |     | 2   |     | 2   |     |     |     |     |     |     |     |
| 4                          | EPSON 003 Yellow ink bottle 65 ml      | 3   | bots  | 350.00    | 1,050.00   |   |     | 2   |     | 2   |     |     |     |     |     |     |     |
| 5                          | Book paper, A4 size subs. 20           | 10  | rms   | 253.00    | 2,530.00   |   |     | 5   |     | 5   |     |     |     |     |     |     |     |
| 6                          | Alcohol rubbing 70% Isopropyl, 500 ml. | 6   | bots  | 75.00     | 450.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 7                          | Book paper, long size, subs. 20        | 3   | rms   | 286.00    | 858.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 8                          | Expanding folder, long                 | 50  | pcs   | 12.00     | 600.00     |   |     | 30  |     | 20  |     |     |     |     |     |     |     |
| 9                          | Expanding envelope, long               | 30  | pcs   | 10.00     | 300.00     |   |     | 20  |     | 10  |     |     |     |     |     |     |     |
| 10                         | Folder, file, long                     | 60  | pcs   | 10.00     | 600.00     |   |     | 40  |     | 20  |     |     |     |     |     |     |     |
| 11                         | Folder, file, short                    | 20  | pcs   | 8.00      | 160.00     |   |     | 10  |     | 10  |     |     |     |     |     |     |     |
| 12                         | Battery, Energizer AAA (2pcs/pack)     | 3   | pcks  | 55.00     | 165.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 13                         | Staple wire No. 35                     | 5   | bxs   | 50.00     | 250.00     |   |     | 5   |     |     |     |     |     |     |     |     |     |
| 14                         | Paper clips, plastic coated, small     | 3   | pcs   | 30.00     | 90.00      |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 15                         | Paper clips, plastic coated, big       | 3   | pcs   | 35.00     | 105.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 16                         | Elmer's Glue, 130 gms                  | 3   | pcs   | 50.00     | 150.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 17                         | Battery, Energizer AA (4 pcs/pack)     | 3   | packs | 454.00    | 1,362.00   |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| Sub-total                  |  |     |       |           | 11,820.00  |   |     |     |     |     |     |     |     |     |     |     |     |

\*Funding Sources: General Fund (GF), Trust Fund (TF), Special Trust Fund (STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each category and funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Equipment, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,

Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies, Labor Services, Infrastructure



Please Check

☒ Original PPMP

☐ Revised (Changed Items, same budget)

☐ Supplemental (Additional budget)

|                         |   |           |
|-------------------------|---|-----------|
| Unit/Office/Dept./Div.: | Institute for Strategic Research and Development Studies(ISRDS) |           |
| Funding Source*:        | Higher Education (General Fund)                                 | 301000000 |
| Purpose:                | For office use.   |           |

Total Budget: \_\_\_\_\_  
Project Title: \_\_\_\_\_

[illegible]


Prepared by:

Noted by:

Funds Available:

Date: 30-Mar-23

**ERNESTO A. GONZAGA, JR**  
Designation

  
**LILIAN B. NUÑEZ**  
Unit Head/Program Leader

**ALICIA M. FLORES**  
Head, Budget Office

\*Funding Sources: General Fund (GF), Trust Fund (TF), Special Trust Fund (STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each category and funding source.

- Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Equipment, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies, Labor Services, Infrastructure





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## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div.:

**ISRDS-BIDANI**

Funding Source\*:

**BIDANI General Fund**

Purpose:

**For office use.**

Total Budget: **100,000.00**

Project Title: **BIDANI Ext 01**

| 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                          | EPSON 003 Black ink bottle 65 ml       | 3   | bots  | 350.00    | 1,050.00   |   |     | 2   |     | 2   |     |     |     |     |     |     |     |
| 2                          | EPSON 003 Cyan ink bottle 65 ml        | 3   | bots  | 350.00    | 1,050.00   |   |     | 2   |     | 2   |     |     |     |     |     |     |     |
| 3                          | EPSON 003 Magenta ink bottle 65 ml     | 3   | bots  | 350.00    | 1,050.00   |   |     | 2   |     | 2   |     |     |     |     |     |     |     |
| 4                          | EPSON 003 Yellow ink bottle 65 ml      | 3   | bots  | 350.00    | 1,050.00   |   |     | 2   |     | 2   |     |     |     |     |     |     |     |
| 5                          | Book paper, A4 size subs. 20           | 10  | rms   | 253.00    | 2,530.00   |   |     | 5   |     | 5   |     |     |     |     |     |     |     |
| 6                          | Alcohol rubbing 70% Isopropyl, 500 ml. | 6   | bots  | 75.00     | 450.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 7                          | Book paper, long size, subs. 20        | 3   | rms   | 286.00    | 858.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 8                          | Expanding folder, long                 | 20  | pcs   | 12.00     | 240.00     |   |     | 10  |     | 10  |     |     |     |     |     |     |     |
| 9                          | Expanding folder, short                | 10  | pcs   | 10.00     | 100.00     |   |     | 5   |     | 5   |     |     |     |     |     |     |     |
| 10                         | Folder, file, long                     | 50  | pcs   | 10.00     | 500.00     |   |     | 30  |     | 20  |     |     |     |     |     |     |     |
| 11                         | Folder, file, short                    | 20  | pcs   | 8.00      | 160.00     |   |     | 10  |     | 10  |     |     |     |     |     |     |     |
| 12                         | Battery, Energizer AAA (2pcs/pack)     | 3   | pcks  | 55.00     | 165.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 13                         | Staple wire No. 35                     | 5   | bxs   | 50.00     | 250.00     |   |     | 5   |     |     |     |     |     |     |     |     |     |
| 14                         | Paper clips, plastic coated, small     | 3   | pcs   | 30.00     | 90.00      |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 15                         | Paper clips, plastic coated, big       | 3   | pcs   | 35.00     | 105.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 16                         | Elmer's Glue, 130 gms                  | 3   | pcs   | 50.00     | 150.00     |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| 17                         | Battery, Energizer AA (4 pcs/pack)     | 3   | packs | 454.00    | 1,362.00   |   |     | 2   |     | 1   |     |     |     |     |     |     |     |
| GRAND TOTAL                |  |     |       |           | 11,160.00  |   |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:

Noted by:

Funds Available:

Date:

3-Mar-21

**ERNESTO A. GONZAGA, JR.**

Designation

**LILIAN B. NUÑEZ**

Unit Head/Project Leader

**ALICIA M. FLORES**

Head, Budget Office

\*Funding Sources: General Fund (GF), Trust Fund (TF), Special Trust Fund (STF), IGP, Supplemental or Augmentation

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Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Equipment, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,

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