



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept./Div.:
Funding Source*:

National Coconut Research Center (NCRC)
NCRC OVERHEAD COST

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

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Total Budget:

30,000.00

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 Bond paper, A4 70 gms ultra white	30	reams	300.00	9,000.00												
2 Data file fox double legal size	3	reams	300.00	900.00												
3 Envelope brown, long ordinary	30	pcs.	15.00	450.00												
4 Envelope brown, short ordinary	30	pcs.	10.00	300.00												
5 Envelope expanding short, golden yellow w/ garterized tie	24	pcs.	20.00	480.00												
6 Data file folder, side fastener, long b with stainless fastener and lock	10	pcs.	200.00	2,000.00												
7 Staple wire, standard, #35, 5000/box	3	box	200.00	600.00												
8 Pen, pentel supermarker pilot, black	6	pcs.	35.00	210.00												
9 Pen, pentel ink black	5	pcs.	114.00	570.00												
10 Paper sticker, white legal	20	pcs.	10.00	200.00												
11 Glass cleaner	6	bots.	210.00	1,260.00												
12 Tape transparent, 1"	4	rolls	50.00	200.00												
13 Book, record 500 pages	3	pcs.	150.00	450.00												
14 Folder, ordinary A4	25	pcs.	12.00	300.00												
15 Plastic ring binder 1" black	3	PCS.	30.00	90.00												
16 Plastic ring binder 1/2 black	3	pcs.	30.00	90.00												
Sub-total				17,100.00												

Prepared by: PAMELA H. URDANETA

Clerk/Research Assistant

Noted by: MARISEL A. LEORNA

Unit Head/Project Leader

Funds Available:

Date:

ALICIA M. FLORES

Head, Budget/Accounting Office

MARCH 16, 2023

*Funding Sources: General Fund (GF), Trust Fund (TF), Special Trust Fund (STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMP for each 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