



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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
CY 2022 (3rd & 4th Quarter)**

Please Check	
<input checked="" type="checkbox"/>	Original PPMP
<input type="checkbox"/>	Revised (Changed items, same budget)
<input type="checkbox"/>	Supplemental (Additional budget)

Unit/Office/Dep't/Div.:  
Funding Source\*:

**National Coconut Research Center (NCRC)  
NCRC OVERHEAD COST**

**PAGE 1**  
Total Budget: **47,000.00**

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

Prepared by:

Noted by:

Funds Available:

Date: 22-Mar-22

**PAMELA H. URDANETA**

Clerk/Research Assistant

**MARISOL A. LEORNA**

Unit Head/Project Leader

**AUCIA M. FLORES**

Head, Budget/Accounting 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 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