

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



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



134-1-340-2022-11-0-1

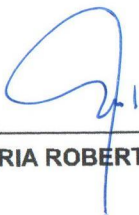
**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2022**

Unit/Office/Dept/Div: **Office of the Head of Records and Archives**  
 Project Code: **OVPAF-2022**  
 Purpose: **for office and archival use**

Total Budget : **50,000.00**

Funding : **STF**

| General Description   | Quantity | Unit  | Unit Cost | Estimated Budget | Schedule/Milestone of Activities (in quantities) |     |     |     |     |     |     |     |     |     |     |     |
|---|----------|-------|-----------|------------------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|   |          |       |           |                  | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| <b>Office Furniture &amp; Fixture</b>   |          |       |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| Metal filing shelves, open, 4 layers  | 1        | unit  | 10,000.00 | 10,000.00        |  | 1   |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>  |          |       |           | <b>10,000.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>  |          |       |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) | 100      | pcs   | 195.00    | 19,500.00        |  | 100 |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>  |          |       |           | <b>19,500.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Professional Services</b>  |          |       |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| Portrait on Canvas with Frames and Glass  | 3        | piece | 5,000.00  | 15,000.00        | 3  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>  |          |       |           | <b>15,000.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>  |          |       |           | <b>44,500.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:   
**MARIA ROBERTA S. MIRAFLOR**

Noted by: \_\_\_\_\_  
**DANIEL LESLIE S. TAN**  
 Unit Head/Project Leader

Funds Available: \_\_\_\_\_  
**ALICIA M. FLORES**  
 Head, Budget Office

Date: **12/24/2021**

\*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 Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies