

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



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

SCAN HERE

 Amend-2023-1017-151986

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2024

Unit/Office/Dept/Div: **Payroll and Leave Benefits Office**
 Project Code: **PLBO-2024**
 Purpose: **OFFICE USE**

Total Budget : **30,559.00**
 Funding : **GF-MOOE**
 PPMP #: **222-5-860-2024-7-0-0**

| 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 |
| IT Supplies and Equipment | | | | | | | | | | | | | | | | |
| Ink, EPSON 003,Genuine Cyan 65mL | 2 | btl | 350.00 | 700.00 | 2 | | | | | | | | | | | |
| Ink, EPSON 003,Genuine Magenta 65mL | 2 | btl | 350.00 | 700.00 | 2 | | | | | | | | | | | |
| Ink, EPSON 003,Genuine Yellow 65mL | 2 | btl | 350.00 | 700.00 | 2 | | | | | | | | | | | |
| Ink, Epson 003,Genuine Black 65mL | 7 | btl | 350.00 | 2,450.00 | 4 | | | | | 3 | | | | | | |
| Sub-Total | | | | 4,550.00 | | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | | | | |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) | 4 | pcs | 195.00 | 780.00 | 2 | | | | | 2 | | | | | | |
| Folder, Pressboard, US, Blue, Long | 10 | pieces | 30.00 | 300.00 | 5 | | | | | 5 | | | | | | |
| Mouse Pad, Rubber | 4 | pad | 250.00 | 1,000.00 | 4 | | | | | | | | | | | |
| Folder, Pressboard, US, Green, Long | 20 | pcs | 35.00 | 700.00 | 10 | | | | | 10 | | | | | | |
| Paper, Bond, A3, S-24, 80 gsm | 14 | reams | 580.00 | 8,120.00 | 7 | | | | | 7 | | | | | | |
| Paper, Bond, A4, S-24, 80 gsm | 24 | reams | 289.00 | 6,936.00 | 12 | | | | | 12 | | | | | | |
| Paper, Bond, Long, S-24, 80 gsm | 24 | reams | 328.00 | 7,872.00 | 12 | | | | | 12 | | | | | | |
| Staple Wire, #35 | 4 | boxes | 35.00 | 140.00 | 2 | | | | | 2 | | | | | | |
| Staple wire remover | 4 | pieces | 40.00 | 160.00 | 4 | | | | | | | | | | | |
| Sub-Total | | | | 26,008.00 | | | | | | | | | | | | |
| Grand Total | | | | 30,558.00 | | | | | | | | | | | | |

Prepared by: _____

REINALYN P. GUMBA

Noted by: _____

FLORANTE G. DIDAL
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
Head, Budget Office

Date: **10/17/2023**

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