



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



19-2-1591-2021-5-0-0

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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2021**

Unit/Office/Dept/Div: **Farm Resource Management Institute**  
Project Code: **EFARMI.OC.A.III.C**  
Purpose: **Serves as guide in purchasing items.**

Total Budget : **20,000.00**  
Funding : **GF-CO**

| 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 Supplies</b>                          |          |      |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| HP, Laserjet Toner Cartridge, CF401A, Cyan      | 1        | pc   | 5,000.00  | 5,000.00         |  |     |     |     |     |     | 1   |     |     |     |     |     |
| HP, Laserjet, Toner, Cartridge, CF403A, Magenta | 1        | pc   | 5,000.00  | 5,000.00         |  |     |     |     |     |     | 1   |     |     |     |     |     |
| <b>Sub-Total</b>                                |          |      |           | <b>10,000.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                              |          |      |           | <b>10,000.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:   
**VANESSA MAY B. MILAN**

Noted by:   
**ROMEL B. ARMEJIN**  
Unit Head/Project Leader

Funds Available: **MYRNA S. PANCITO**  
Head, Budget Office

Date: **06/24/2021**

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