

Budget

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



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

SCAN HERE



PPMP-2023-0814-137833

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2024

Unit/Office/Dept/Div: **Department of Teacher Education**
 Project Code: **DTE-2024**
 Purpose: **Office supplies and maintenance**

Total Budget : **155,000.00**
 Funding : **GF-MOOE**
 PPMP #: **56-5-1599-2024-7-0-0**

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																
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	2	unit	14,000.00	28,000.00								2				
LCD Projector (XGA), 3LCD Technology	2	unit	25,000.00	50,000.00								2				
Sub-Total				78,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00								20				
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00								5				
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00								5				
Paper, Manila	30	pcs	6.00	180.00								30				
Clip, Paper, Blg, Plastic Coated, 100pcs/box, (55mm) 120 grms	3	box of 50's	30.00	90.00								3				
Sticky Note, 3x5 Colored	3	pads	50.00	150.00								3				
Sign Here Sticky Notes	5	pack	59.00	295.00								5				
Sticky Note, 2 x 3, Yellow	2	pads	79.00	158.00								2				
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00								5				
Pen, Ball, blue	20	pieces	10.00	200.00								20				
Pen, Ball, red	10	pieces	10.00	100.00								10				
Pen, Highlighter, yellow	2	pieces	45.00	90.00								2				
Pen, Highlighter, orange	2	pieces	46.00	92.00								2				
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00								5				
Cartolina, US, White, at least 160gsm	10	pcs	14.00	140.00								10				

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
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00								100				
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00								20				
Envelope, Document, Brown, 150 lbs, Short	20	pc	5.00	100.00								20				
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00								20				
Envelope, Expanding, with garter tie, brown, long	20	pc	15.00	300.00								20				
Tape, Double Sided, 1" x 10m	2	rolls	45.00	90.00								2				
Tape, Double Sided, 2" x 10m	1	rolls	120.00	120.00								1				
Tape, Masking, 1" x 25 yards	2	rolls	48.00	96.00								2				
Tape, Masking, 1/2" x 25 yards	2	rolls	25.00	50.00								2				
Tape, Masking, 2" x 25 yards	1	rolls	95.00	95.00								1				
Tape, Packaging, 2" x 100 yards, Clear	2	rolls	75.00	150.00								2				
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	2	boxes	20.00	40.00								2				
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	2	boxes	20.00	40.00								2				
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	2	boxes	70.00	140.00								2				
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00								1				
Sub-Total				12,311.00												
Grand Total				90,311.00												

Prepared by:

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Noted by:

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Noted By:

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Head, Budget Office - 2024

Date: 08/14/2023

<> *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