

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



36-5-1556-2022-0-0-3

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: College of Forestry & Environmental Sciences
Project Code: CFES-Higher Education (Petty Cash Fund)
Purpose: For office use

Total Budget : 5,000.00
Funding : GF-MOOE

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 Black 65mL	2	btl	350.00	700.00		2										
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00		2										
Ink, EPSON 003,Genuine Magenta 65mL	1	btl	350.00	350.00		1										
Ink, EPSON 003,Genuine Yellow 65mL	1	btl	350.00	350.00		1										
Sub-Total				2,100.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL, pump type	2	btls	250.00	500.00		2										
Liquid Hand Soap	1	gallon	500.00	500.00		1										
Empty Water Bottle (5 gallon), round, blue	4	pc	190.00	760.00		4										
Duster, Feather	2	pcs	56.00	112.00		2										
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	2	btls	120.00	240.00		2										
Ink, for stamp pad, violet, 30mL, w/ applicator	1	btls	35.00	35.00		1										
Puncher, Heavy Duty	1	pieces	450.00	450.00		1										
Disinfectant Spray, 170g	1	can	280.00	280.00		1										
Memo Notebooks, 60 leaves	1	pieces	22.00	22.00		1										
Sub-Total				2,899.00												
Grand Total				4,999.00												

Prepared by: JESIBEL L. MUERTIGUE

Noted by: DENNIS P. PEQUE
Unit Head/Project Leader

Funds Available: ALICIA M. FLORES
Head, Budget Office

Date: 01/12/2022

*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