

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



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

SCAN HERE



PPMP-2023-0815-138436

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Grant Development Office**

Project Code: **GDO-2024**

Purpose: **OFFICE SUPPLIES**

Total Budget : **100,000.00**

Funding : **GF-MOOE**

PPMP #: **141-5-2058-2024-7-0-0**

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 Black 65mL	10	btl	350.00	3,500.00				5	5							
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00					5							
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00						5						
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00						5						
Epson 001 ink, Black, 127ml, Genuine	5	btls	600.00	3,000.00	5											
Sub-Total				11,750.00												
Office Equipment																
Hot & Cold water dispenser	1	unit	14,500.00	14,500.00	1											
Aircon, Split Type, 1HP (Inverter)	1	unit	44,000.00	44,000.00	1											
Sub-Total				58,500.00												
Office Supplies																
Alchol, Isopropyl, 70% solution, 500mL, pump type	2	btls	250.00	500.00	2											
Paper, Bond, A4, S-20, 70 gsm	4	reams	253.00	1,012.00		4										
Folder, Morocco, Long, w/ plastic binder, Blue	10	pieces	18.00	180.00		10										
Folder, Pressboard, US, Green, Long	20	pcs	30.00	600.00		20										
Glue Pen, Clear, 50mL	2	tubes	25.00	50.00	1		1									
Pen, Sign., .5mm, Gel-type, Blue	10	piece	35.00	350.00	5		5									
Tape, Double Sided, 1" x 10m	2	rolls	45.00	90.00	1	1										
Tape, Double Sided, 2" x 10m	2	rolls	120.00	240.00	2											
A4 Photo Paper	1	packs	150.00	150.00	1											
Tape, Masking, 1/2" x 25 yards	2	rolls	25.00	50.00		1	1									

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
Scotch Tape	2	pcs	30.00	60.00			1	1								
Duct Tape	1	pcs	100.00	100.00				1								
Sticky Note, 3 x 3, Yellow	2	pads	84.00	168.00	1	1										
Sign Here Sticky Notes	2	pack	59.00	118.00	2											
Sub-Total				3,668.00												
Grand Total				73,918.00												

Prepared by: Benci
BENJIELYN D. CARPIO

Noted by: Allen Glennie P. Lambert
ALLEN GLENNIE P. LAMBERT
Unit Head/Project Leader

Noted By: Alicia M. Flores
ALICIA M. FLORES
Head, Budget Office *10-2024*

Date: **08/15/2023**

<> *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

NOTE: If PR was already prepared in Early Procurement Activities (EPA) charged to General Fund, there is no need to prepare another PR. However if the amount of PR was less than the given allocation you can prepare but only based in difference.



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**ADVICE OF SUB-ALLOTMENT
CY 2023**

February 21, 2023

Major Final Output : **HIGHER EDUCATION**

Dept./Office/Center: **OFFICE OF THE HEAD FOR GRANTS AND DEVELOPMENT**

The following allotments are made available in support to programs and projects for the Calendar Year 2023. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

Breakdown:

Supplies	61,529.93
Travel	11,640.80
Fuel	4,988.91
Semi Expendable	10,753.88
Repair and Maintenance	11,086.47


TOTAL

100,000.00

Note:

It is advised that you follow the above figures under its corresponding account titles.

Prepared By:


ALICIA M. FLORES
Head, Budget Office

Noted By:


LOUELLA C. AMPAC
Financial Management Director