

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



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

SCAN HERE



PPMP-2023-1222-165272

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Department of Pure and Applied Chemistry**

Project Code: **DoPAC Advanced Education**

Purpose: **Office Use**

Total Budget : **35,000.00**

Funding : **GF-MOOE**

PPMP #: **15-5-834-2024-7-0-1**

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
<b>IT Supplies and Equipment</b>																
Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	5	pieces	1,080.24	5,401.20			5									
Master roll for DX-2430 copy printer, 100 cuts	6	pieces	1,960.00	11,760.00			6									
<b>Sub-Total</b>				<b>17,161.20</b>												
<b>Office Supplies</b>																
Toilet Bowl and Urinal Cleaner, at least 500mL	5	btls	125.00	625.00			5									
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00			10									
Tape, Double Sided, 1" x 10m	10	rolls	45.00	450.00			10									
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00			10									
Tape, Packaging, 2" x 100 yards, Tan	5	rolls	75.00	375.00			5									
Cleanser, Powder, 500g, any scent	10	btls	80.00	800.00			10									
Envelope, Expanding, with garter tie, blue, long	20	pc	20.00	400.00			20									
Sign Here Sticky Notes	2	pack	59.00	118.00			2									
Sticky Note, 3 x 3, Yellow	6	pads	84.00	504.00			6									
Sticky Note, 2 x 3, Yellow	6	pads	79.00	474.00			6									
Fastener, Paper, plastic, 50 sets/box	10	boxes	40.00	400.00			10									
<b>Sub-Total</b>				<b>6,576.00</b>												
<b>Grand Total</b>				<b>23,737.20</b>												

Prepared by:

  
**SUSANA B. MINOZA**

Noted by:

  
**ELIZABETH S. QUEVEDO**  
Unit Head/Project Leader

Noted By:

  
**ALICIA M. FLORES**  
Head, Budget Office

Date: **01/10/2024**

<> \*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