

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



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

SCAN HERE



PPMP-2024-0229-182283

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Accounting Office**

Project Code: **Acctg-2025**

Purpose: **for office use**

Total Budget : **150,000.00**

Funding : **GF-MOOE**

PPMP #: **72-5-785-2025-1-0-0**

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
<b>Food &amp; Food Ingredients</b>																
Snacks AM	20	set	80.00	1,600.00			20									
Snacks PM (#4)	20	packs	80.00	1,600.00			20									
<b>Sub-Total</b>				<b>3,200.00</b>												
<b>IT Supplies and Equipment</b>																
UPS, 1000 VA	2	unit	3,000.00	6,000.00		2										
External Hard Drive, 1 TB	2	unit	3,500.00	7,000.00		2										
Desktop Computer (w/o Monitor), Core i3 11th Gen	1	unit	24,000.00	24,000.00		1										
Ink, Epson, genuine, (BK) T664, 70 ml	4	pieces	350.00	1,400.00		4										
Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM	1	sets	49,000.00	49,000.00		1										
Ink, Epson 003,Genuine Black 65mL	4	btl	350.00	1,400.00		4										
<b>Sub-Total</b>				<b>88,800.00</b>												
<b>Office Supplies</b>																
Cable Tie, 8", 100 pcs/pack	2	packs	110.00	220.00		2										
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	75.00	375.00		5										
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00		5										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	20.00	100.00		5										
Computer/Paint Brush, 1.5"	8	piece	25.00	200.00		8										
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00		30										

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
Envelope, Expanding, with garter tie, brown, long	30	pc	20.00	600.00		30										
Fastener, Paper, non-rust metal, 50 sets/box	5	boxes	50.00	250.00		5										
Fastener, Paper, plastic, 50 sets/box	5	boxes	40.00	200.00		5										
Folder, File, Long, 14pts, White	51	piece	10.00	510.00		51										
Paper, Bond, A4, S-24, 80 gsm	52	reams	289.00	15,028.00		30			22							
Paper, Bond, Long, S-24, 80 gsm	15	reams	328.00	4,920.00		10			5							
Paper, Bond, Short, S-20, 70 gsm	15	reams	245.00	3,675.00		10			5							
Pen, Permanent Marker, JUMBO black	10	pieces	120.00	1,200.00		10										
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00		12										
Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	1	pc	180.00	180.00		1										
Record Book, Big, 500 pages	2	pcs	175.00	350.00		2										
Rubberband, #18, 350 gms/box	2	boxes	270.00	540.00		2										
<b>Sub-Total</b>				<b>29,128.00</b>												
<b>Vehicle Supplies</b>																
Diesel fuel	50	liters	84.00	4,200.00	25						25					
<b>Sub-Total</b>				<b>4,200.00</b>												
<b>Grand Total</b>				<b>125,328.00</b>												

Prepared by:



**VALERIE Y. VERGIS**

Submitted by:



**NICK FREDDY R. BELLO**  
Unit Head/Project Leader

{{-- Date: **02/29/2024**

\*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