

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



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

SCAN HERE



PPMP-2022-0906-60758

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Office of the Head for Planning**

Project Code: **Planning Office MOOE 2023**

Purpose: **Planning Office Operations**

Total Budget : **80,000.00**

Funding : **GF-MOOE**


PPMP #: **191-5-2360-2023-8-0-1**

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
IT Supplies and Equipment																
Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	1	sets	45,000.00	45,000.00		1										
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1	unit	11,000.00	11,000.00		1										
UPS, Battery Back-up Power Supply	1	unit	3,800.00	3,800.00		1										
Sub-Total				59,800.00												
Office Furniture & Fixture																
Office Chair, High Back, with Lumbar support (Ergonomic)	1	unit	6,000.00	6,000.00		1										
5 layers Boltless warehouse office steel rack shelves	1	pcs	7,000.00	7,000.00		1										
Sub-Total				13,000.00												
Office Supplies																
Pen, Permanent Marker, black, broad tip	2	pieces	60.00	120.00		2										
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00		1										
Record Book, Big, 500 pages	2	pcs	115.00	230.00		2										
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	6	pcs	100.00	600.00		6										
STICKY NOTE 3 X 3 ASSORTED COLORS	3	pad	79.00	237.00		3										
Sign Here Sticky Notes	2	pack	59.00	118.00		2										
Staple Wire, #10	3	boxes	15.00	45.00		3										
Stapler, HD No.35	1	pc	350.00	350.00		1										
Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	4	piece	140.00	560.00		4										

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
Desk Tape Dispenser	1	piece	500.00	500.00		1										
Sign pen, Fine Tech, 0.3mm. blue	10	pieces	30.00	300.00		10										
Yarn, Ply Milk Cotton Yarn Cotton Chunky Hand-woven Crochet Knitting Wool Yarn	3	roll	20.00	60.00		3										
Received Stamp for Planning Office	1	pc	500.00	500.00		1										
Sub-Total				3,735.00												
Grand Total				76,535.00												

Prepared by: 
EZRA G. MONTE

Noted by: 
TONI MARC L. DARGANTES
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES *Off Planning*
Head, Budget Office *(17)*

Date: **09/06/2022**

<> *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