

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



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



**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2022**

Unit/Office/Dept/Div: **Department of Mathematics**

Project Code: **DMath-2022**

Purpose: **Office Supplies**

Total Budget : **50,709.60**

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
<b>IT Supplies and Equipment</b>																
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Cyan 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Magenta 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Yellow 65mL	10	btl	350.00	3,500.00	10											
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,000.00	3,000.00	1											
Mouse, Wired, Optical, USB	1	pieces	210.00	210.00	1											
<b>Sub-Total</b>				<b>17,210.00</b>												
<b>Office Equipment</b>																
Water Dispenser, Cabinet type	1	pc	10,000.00	10,000.00	1											
Stand Fan, banana type 18" banana blade	2	unit	1,500.00	3,000.00	2											
<b>Sub-Total</b>				<b>13,000.00</b>												
<b>Office Supplies</b>																
Folder, Pressboard, US, Green, Long	20	pcs	30.00	600.00	20											
Folder, Pressboard, US, Green, Short	20	pcs	29.00	580.00	20											
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	5											
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00	5											
Chlorine Granules, 1kg/pack	5	packs	85.00	425.00	5											
Soap, Dishwashing Liquid Refill, 375ml	10	packs	15.00	150.00	10											
Soap, Detergent, Liquid, 1 gal, any scent	5	gal	350.00	1,750.00	5											
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00	5											
Alcohol, Ethyl, 70% solution, 500mL	10	btl	125.00	1,250.00	10											

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
Scissors, 8" heavy duty, good quality	1	pieces	75.00	75.00	1											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	5	pcs	100.00	500.00	5											
Stapler, HD No.35	2	pc	350.00	700.00	2											
Tape, Double Sided, 2" x 10m	5	rolls	70.00	350.00	5											
Pen, Ball, blue	10	pieces	10.00	100.00	10											
Multi-Insect Killer Spray, 600mL	3	tubes	600.00	1,800.00	3											
<b>Sub-Total</b>				<b>10,635.00</b>												
<b>Grand Total</b>				<b>40,845.00</b>												

Prepared by:

MARY JOY H. PIAMONTE

Noted by:

EUSEBIO R. LINA JR.  
Unit Head/Project Leader

Funds Available:

ALICIA M. FLORES  
Head, Budget Office

Date: 09/23/2021

\*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