



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

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

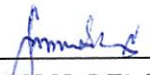
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2021

Unit/Office/Dept/Div: **Personnel Records & Performance Evaluation Office**  
 Project Code: **PRPEO-2020**

Total Budget : **100,000.00**  
 Funding : **GF**

| General Description                                                      | Quantity | Unit    | Unit Cost | Estimated Budget | Schedule/Milestone of Activities (in quantites) |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------------------------------------------------------|----------|---------|-----------|------------------|-------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                                                                          |          |         |           |                  | Jan                                             | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| <b>Computer Supplies</b>                                                 |          |         |           |                  |                                                 |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson 003,Genuine Black 65mL                                        | 3        | bottle  | 350.00    | 1,050.00         | 3                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Cyan 65mL                                         | 3        | bottle  | 350.00    | 1,050.00         | 3                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Yellow 65mL                                       | 3        | bottle  | 350.00    | 1,050.00         | 3                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Magenta 65mL                                      | 3        | bottle  | 400.00    | 1,200.00         | 3                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ribbon Cartridge EPSON S015639                                           | 3        | pieces  | 165.00    | 495.00           | 2                                               |     |     |     |     |     | 1   |     |     |     |     |     |
| Computer ribbon, EPSON SO15531/15086, Genuine                            | 6        | pieces  | 765.00    | 4,590.00         | 4                                               |     |     |     |     |     | 2   |     |     |     |     |     |
| Continuous Forms, 13" x 9-1/2", 2 ply, carbonless with sideperf (BD 70)  | 1        | box     | 2,100.00  | 2,100.00         | 1                                               |     |     |     |     |     |     |     |     |     |     |     |
| Continuous Forms, 11 x 9-1/2, 1 ply, carbonless with sideperf (BD 70)    | 6        | boxes   | 1,200.00  | 7,200.00         | 5                                               |     |     |     |     |     | 1   |     |     |     |     |     |
| Continuous Forms, 11 x 9-1/2, 2 ply, carbonless with sideperf (BD 70)    | 3        | boxes   | 1,600.00  | 4,800.00         | 2                                               |     |     |     |     |     | 1   |     |     |     |     |     |
| Continuous Forms, 11" x 14 7/8", 2 ply, carbonless with sideperf (BD 70) | 9        | boxes   | 2,400.00  | 21,600.00        | 6                                               |     |     |     |     |     | 3   |     |     |     |     |     |
| <b>Sub-Total</b>                                                         |          |         |           | <b>45,135.00</b> |                                                 |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies and Materials</b>                                     |          |         |           |                  |                                                 |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Rubbing, 70% ethyl                                              | 5        | bottles | 37.85     | 189.25           | 3                                               |     |     |     |     |     | 2   |     |     |     |     |     |
| Pen, Ball, My Gel, .5mm, Black                                           | 24       | pieces  | 18.00     | 432.00           | 20                                              |     |     |     |     |     | 4   |     |     |     |     |     |
| Pen, Ball, My Gel, .5mm, Blue                                            | 30       | piece   | 15.00     | 450.00           | 20                                              |     |     |     |     |     | 10  |     |     |     |     |     |
| Pen, Ball, My Gel, .5mm, Red                                             | 12       | piece   | 15.00     | 180.00           | 10                                              |     |     |     |     |     | 2   |     |     |     |     |     |
| Bathroom Deodorizer Lemon/Orange scent Albatros                          | 2        | pieces  | 32.95     | 65.90            | 1                                               |     |     |     |     |     | 1   |     |     |     |     |     |
| Bathroom Disinfectant, assorted scents, 450ml                            | 2        | btls    | 100.00    | 200.00           | 1                                               |     |     |     |     |     | 1   |     |     |     |     |     |
| Battery, Alkaline size AA, 2 pcs/pack                                    | 6        | packet  | 43.50     | 261.00           | 4                                               |     |     |     |     |     | 2   |     |     |     |     |     |

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Prepared by:   
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Funds Available:   
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Head, Budget Office 

Date: 07/29/2020

\*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