



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

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

Unit/Office/Dept/Div: Security Office

Project Code: SO-2020

Total Budget : 100,000.00

Funding : GF

[illegible]

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
Paper, Bond long 8 x 13 S-16 good qlty	20	reams	110.00	2,200.00	20											
Duster, Feather	2	pieces	65.00	130.00	2											
Stick Broom (tingting) 6" fr the top, approx 370 pcs	5	piece	16.90	84.50	5											
Soft Broom, ordinary	5	pieces	12.50	62.50	5											
Envelope, Brown, 7 x 11, #150 lbs good qlty	30	pieces	2.00	60.00	15						15					
Envelope, Brown, 9 x 12-1/2, #150 lbs good qlty	30	pieces	5.00	150.00	15						15					
Envelope, brown, A4	20	pcs	10.00	200.00	10						10					
Ink, Refill, Epson, 70ml, color black, T6641	25	bottle	300.00	7,500.00	15			10								
Ink, Refill, Epson, 70ml, Color Blue/Cyan, T6642	15	bottle	300.00	4,500.00	10			5								
Ink, Refill, Epson, 70ml, color Magenta, T6643,	15	bottle	300.00	4,500.00	10			5								
Ink, Refill, Epson, 70ml, color Yellow, T6644	15	bottle	300.00	4,500.00	10			5								
Folder, Ordinary White Long	35	piece	6.00	210.00	20						15					
Folder, ordinary, A4	35	pcs	7.00	245.00	20						15					
Photo paper, A4, non glossy (20pcs/pack)	10	pack	100.00	1,000.00	10											
Book, Record 300 pp w/Official Record Book printing	10	pieces	73.80	738.00	10											
Eraser, whiteboard,	5	pieces	10.00	50.00	3			2								
Fastener, Paper, plastic	3	boxes	87.00	261.00	3											
Hand Sanitizer SAFEGUARD 75ml	5	bottles	95.00	475.00	5											
Mop Handle, plastic	2	pieces	84.50	169.00	2											
Paper, Manila	10	pieces	2.50	25.00	10											
Sub-Total				40,892.85												
Grand Total				73,892.85												

Prepared by:

EDILBERTO V. MENDOZA

Noted by:

DARIO P. LINA
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **08/05/2020**

*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