

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



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



71-5-1466-2022-7-0-0

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2022**

Unit/Office/Dept/Div: **Budget Office**

Project Code: **Budget-2022**


Purpose: **For Office Use**

Total Budget : **54,785.05**

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>Office Supplies</b>																
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	1	box	850.00	850.00	1											
Pen, Permanent Marker, black, fine tip	6	pieces	60.00	360.00	6											
Pen, Sign, .5mm, Gel-type, Red	6	piece	35.00	210.00	6											
Pen, Sign, .5mm, Gel-type, Blue	36	piece	35.00	1,260.00	24			12								
Pen, Sign, .5mm, Gel-type, Black	24	piece	35.00	840.00	12			12								
Pen, Highlighting, asstd color	3	pcs	25.00	75.00	3											
Folder, File, Long, 14pts, White	150	piece	10.00	1,500.00	100			50								
Folder, Sliding, Plastic, w/ binder, Long, transparent	50	pcs	10.00	500.00	25			25								
Paper, Bond, A3, S-24, 80 gsm	1	reams	580.00	580.00	1											
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	25			25								
Pencil, Lead, #2, w/ eraser	36	pieces	10.00	360.00	24			12								
Chlorine Granules, 1kg/pack	1	packs	85.00	85.00	1											
Correction Tape, 8m x 5mm wide	12	pc	40.00	480.00	6			6								
Fastener, Paper, non-rust metal, 50 sets/box	5	boxes	50.00	250.00	5											
Disinfectant Spray, 340g	5	can	465.00	2,325.00	3			2								
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00	1			1								
Soap, hand, liquid, 250 ml	5	btls	135.00	675.00	3			2								
Alcohol, Ethyl, 70% solution, 500mL	36	btls	125.00	4,500.00	24			12								
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00	1											
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00	1											

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Stapler, HD-# 10	1	pieces	100.00	100.00	1											
<b>Sub-Total</b>				<b>30,035.00</b>												
<b>Grand Total</b>				<b>30,035.00</b>												

Prepared by:   
**MONA NENA B. GERALDO**

Noted by:   
**MYRNA S. PANCITO**  
Unit Head/Project Leader

Funds Available:   
**MYRNA S. PANCITO**  
Head, Budget Office

Date: **08/26/2021**

\*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