



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

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PPMP-2024-0215-178860

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Director for Research**

Project Code: **RPO.A.III.C**

Purpose: **Research Writershop**

Total Budget : 2,138,734.68

Funding : **GF-MOOE**

PPMP #: **92-5-2103-2024-1-0-0**

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
Food & Food Ingredients																
Assorted coffee, milk and chocate powder, sugar etc for In House Review committee and evaluators	3	pcs	3,000.00	9,000.00		3										
Lunch (Buffet Style) Menu#2	110	pcs	250.00	27,500.00		110										
Snacks AM	110	set	80.00	8,800.00		110										
Snacks PM	110	packs	80.00	8,800.00		110										
Sub-Total				54,100.00												
Office Supplies																
Ballpen 50 Pieces, Blue	2	box of 50's	500.00	1,000.00		2										
Envelope, Expanding, with garter tie, green, long	90	pc	20.00	1,800.00		90										
ID Jacket, ziplocked, size 4R	90	pc	35.00	3,150.00		90										
ID Sling, Green Color	100	pc	40.00	4,000.00		100										
Laminating Film, A4, 100 shts/box, 250 microns	2	boxes	1,430.00	2,860.00		2										
Memo Notebooks, 60 leaves	90	pieces	30.00	2,700.00		90										
Vellum Board, Canary, Long, 220 GSM, 10 sheets per pack	10	pack of 10's	70.00	700.00		10										
Sub-Total				16,210.00												
Grand Total				70,310.00												

Prepared by:


JHANN MAE S. MARQUEZ

Submitted by:


IVY C. ELNACE
Unit Head/Project Leader

Date: **02/15/2024**

*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