



11-5-354-2021-8-0-1



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: **Department of Liberal Arts & Behavioral Sciences**  
 Project Code: **DLABS-2021 (Advanced Education)**  
 Purpose: **office supplies**

Total Budget : **35,000.00**  
 Funding : **GF- MOOE**

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>IT Supplies and Equipment</b>																
UPS, 1000 VA	1	unit	3,000.00	3,000.00	1											
Master roll for DX-2430 copy printer, 100 cuts	5	pieces	1,960.00	9,800.00	5											
Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	5	pieces	1,080.24	5,401.20				5								
<b>Sub-Total</b>				<b>18,201.20</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00	25			25								
Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	1	pcs	1,680.00	1,680.00	1											
Muriatic Acid concentrated scented	5	gal	350.00	1,750.00	5											
Record Book, Big, 300 pages	5	pcs	80.00	400.00	5											
Record Book, Big, 500 pages	2	pcs	115.00	230.00	2											
<b>Sub-Total</b>				<b>16,710.00</b>												
<b>Grand Total</b>				<b>34,911.20</b>												

Prepared by: \_\_\_\_\_

**GILDA P. NAYRE**

Noted by: \_\_\_\_\_

**JETT C. QUEBEC**  
 Unit Head/Project Leader

Funds Available: \_\_\_\_\_

**MYRNA S. PANCITO**  
 Head, Budget Office

Date: **09/17/2020**

\*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