

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



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

SCAN HERE




PPMP-2024-0228-181630

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2025

Unit/Office/Dept/Div: **Payroll and Leave Benefits Office**  
 Project Code: **PLBO-2025**  
 Purpose: **FOR OFFICE USE**

Total Budget : **30,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **222-5-2609-2025-1-0-0**

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
<b>IT Supplies and Equipment</b>																
Ink, Epson 003,Genuine Black 65mL	20	btl	350.00	7,000.00	10						10					
Ink, EPSON 003,Genuine Cyan 65mL	4	btl	350.00	1,400.00	4											
Ink, EPSON 003,Genuine Magenta 65mL	4	btl	350.00	1,400.00	4											
Ink, EPSON 003,Genuine Yellow 65mL	4	btl	350.00	1,400.00	4											
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00	1											
<b>Sub-Total</b>				<b>15,400.00</b>												
<b>Office Supplies</b>																
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	8	pcs	200.00	1,600.00	8											
Folder, Pressboard, US, Blue, Long	8	pieces	30.00	240.00	8											
Folder, Pressboard, US, Green, Long	16	pcs	35.00	560.00	16											
Folder, Pressboard, US, Long, Pink/Maroon	10	piece	30.00	300.00	10											
Paper, Bond, A3, S-24, 80 gsm	8	reams	580.00	4,640.00	8											
Paper, Bond, A4, S-24, 80 gsm	8	reams	289.00	2,312.00	8											
Paper, Bond, Long, S-24, 80 gsm	15	reams	328.00	4,920.00	10						5					
<b>Sub-Total</b>				<b>14,572.00</b>												
<b>Grand Total</b>				<b>29,972.00</b>												

Prepared by:   
**REINALYN P. GUMBA**

Submitted by:   
**FLORANTE G. DIDAL**  
Unit Head/Project Leader

{{- Date: 02/28/2024

\*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