

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



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



63-5-299-2022-7-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Office of the Head of Alumni and Community Relations**
 Project Code: **ACRO-2022**
 Purpose: **ACRO office used**

Total Budget : **43,828.00**
 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
Fuel & Lubricants																
Gasoline, Premium	100	liter	55.00	5,500.00	25			25			25			25		
Sub-Total				5,500.00												
Office Furniture & Fixture																
Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	1	pieces	11,000.00	11,000.00	1											
Sub-Total				11,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	60	reams	289.00	17,340.00	30			30								
Paper, Bond, Long, S-20, 70 gsm	20	reams	286.00	5,720.00	20											
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	30			30			40					
Folder, Ordinary, A4	192	pcs	7.00	1,344.00	50			75			50			17		
Envelope, Expanding, with garter tie, blue, long	50	pc	15.00	750.00	25			25								
Record Book, Big, 300 pages	3	pcs	80.00	240.00	3											
Notebook, ordinary 80 leaves, 60 gsm	5	pieces	25.00	125.00	5											
Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	1	btl	200.00	200.00	1											
Multi-Purpose Glue, 130 g	1	btl	60.00	60.00	1											
Pen, Highlighter, yellow	2	pieces	45.00	90.00	2											
Pen, Highlighter, orange	2	pieces	46.00	92.00	2											
Pen, Highlighter, violet	2	pieces	47.00	94.00	2											
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00	1											
Sub-Total				27,325.00												

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
Grand Total				43,825.00												

Prepared by: *Theresa*

ANICETA M. LUMACAD

Noted by: *Elsie E. Salamat*

ELSIE E. SALAMAT

Unit Head/Project Leader

Funds Available: *Myrna S. Pancito*

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 PPM 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