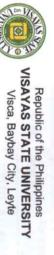
Purpose: Project Code:

For Tree Management Committee Supplies Tree Management Committee 2025 Unit/Office/Dept/Div: Department of Forest Science





## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Funding: Total Budget : 50,000.00

PPMP #: 31-1-2354-2024-2-0-4

				Estimated			Sch	edule/I	Schedule/Milestone of Activities (in quantities)	ne of A	ctiviti	es (in o	quantiti	ies)		
General Description	Quantity	Unit	Unit Cost	Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Construction and Electrical Supplies																
Round file, 3/16" x 7-7/8" for Chainsaw	20	pcs	300.00	6,000.00						20						
Round file 7/32 for chainsaw	20	sets	350.00	7,000.00						20						
Chain for Stihl Chainsaw MS 170	51	piece	1,390.00	6,950.00						G						
Chain for Stihl Chainsaw 12"	_	рс	1,000.00	1,000.00												
Guide bar chainsaw 35 cm	_	рс	1,400.00	1,400.00						-						
Chain, for Chainsaw 36"	5	pcs	1,300.00	6,500.00						σı						
Caution Tape Barricade Roll	2	roll	485.00	970.00						2						
Sub-Total				29,820.00												
Hardware																
Safety Gloves, Cotton knitted with Latex Orange Coated Palm	10	pair	40.00	400.00				1		10						
Rope, Nylon, #24 (12mm)	100	meter	21.00	2,100.00						100						
Angle grinder 600 W,DWT WSO6-125 ER	1	pc	5,000.00	5,000.00						_						
Cignus V-85 Dual Band Radio	1	sets	2,500.00	2,500.00						_						
Sub-Total				10,000.00												
Office Furniture & Fixture																
Office chair, with arm rest	1	рс	5,000.00	5,000.00						_						
Sub-Total				5,000.00												
Office Supplies				2												
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00						10						

				Estimated			Sch	edule/l	Milesto	ne of /	Activit	Schedule/Milestone of Activities (in quantities)	quantit	ies)		
General Description	Quantity	Unit	Unit Cost	Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00						N						
Folder, File. Long. 14pts. White	20	piece	10.00	200.00						20						
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00						2						
Tape, Magic, 24mm x 50m	2	rolls	357.00	714.00						2						
Envelope, Expanding, with garter tie, green, long	20	pc	20.00	400.00						20						
Alcohol, Ethyl, 70% solution, 500mL	3	btls	125.00	375.00						ω						
Sub-Total				5,067.00												
Grand Total				49,887.00												

Prepared by:

JAN PAULINE H. ABABAT

Submitted by:

Unit Head/Project Leader ANATOLIO N. POLINAR

> $\widehat{\uparrow}$ Date: 03/21/2024

\*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



March 6,2024

Dr. DANIEL LESLIE S. TAN

OIC, President Visayas State University Visca, Baybay, Leyte

Thru: Dr. EDGARDO E. TULIN

Vice President of Administration and Finance Visayas State University, Visca, Baybay, Leyte

Dear Sir:

Greetings!

This is to request your good office to approve the amount of FIFTY THOUSAND PESOS ONLY (Php50,000.00) as budget for the Tree Management Committee. The Committee is under the direct supervision of the Office of the Vice President for Finance and Administration. However this was implemented and supervised by the Head of Department of Science. The Committee doesn't have budget every year. If this request is approved, the budget set aside is solely for the Project Procurement Management Plan (PPMP) in 2025. This will be used to purchased supplies and materials needed by the Tree Management Committee. Attached is the list of supplies and materials to be purchased for CY 2025.

Thank you for your kind consideration and approval to this request.

Very truly yours,

ANATOLIO N. POLINAR

Head, DFS/ Chairman, Tree Management Committee

Certified Availability funds:

ALICIA M. FLORES STAPP

Head Budget

Recommending Approval:

3720 LOUELLA C. AMPAC

Financial Management Director





Approved,

Dr. EDGARDO E. TULIN

Vice President of Administration and Finance

Dr. DANIEL LESLIE S. TAN

OIC, President