



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

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

Total Budget : **50,000.00**
Funding : **STF**
PPMP #: **31-1-2354-2024-2-0-4**

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
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	5	piece	1,390.00	6,950.00							5					
Chain for Stihl Chainsaw 12"	1	pc	1,000.00	1,000.00							1					
Guide bar chainsaw 35 cm	1	pc	1,400.00	1,400.00							1					
Chain, for Chainsaw 36"	5	pcs	1,300.00	6,500.00							5					
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							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							1					
Cignus V-85 Dual Band Radio	1	sets	2,500.00	2,500.00							1					
Sub-Total				10,000.00												
Office Furniture & Fixture																
Office chair, with arm rest	1	pc	5,000.00	5,000.00							1					
Sub-Total				5,000.00												
Office Supplies																
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00							10					

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
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00						2						
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	btl	125.00	375.00						3						
Sub-Total				5,067.00												
Grand Total				49,887.00												

Prepared by: pe

JAN PAULINE H. ABABAT

Submitted by: [Signature]

ANATOLIO N. POLINAR

Unit Head/Project Leader

{{-- 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 PMP 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



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
FOREST SCIENCE

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 STP/PY

Head Budget

Recommending Approval:

LOUELLA C. AMPAC 3/7/24
Financial Management Director

Approved,


Dr. EDGARDO E. TULIN
Vice President of Administration and Finance


Dr. DANIEL LESLIE S. TAN
OIC, President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.