



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

CY 2021

Purpose: For office use

Funding : STF

☒ Original PMP

☐ Revised (Changed items, same budget)

☐ Supplemental

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
Hardware																
Ladder, 4 step folding aluminum	2	unit	6,500.00	13,000.00			2									
Sub-Total				13,000.00												
IT Supplies and Equipment																
Ink continuous, refill, black (Brother DCP T310)	6	btls	400.00	2,400.00			6									
Ink continuous, refill, black (Brother DCP T300/MFC 220)	8	btls	400.00	3,200.00			8									
Ink continuous, refill, cyan (Brother DCP T300/MFC 220)	6	btls	400.00	2,400.00			6									
Ink continuous, refill, cyan (Brother DCp T310)	6	btls	400.00	2,400.00			6									
Ink continuous, refill, magenta (Brother DCP T310)	6	btls	400.00	2,400.00			6									
Ink continuous, refill, yellow (Brother DCP T300/MFC 220)	6	btls	400.00	2,400.00			6									
Ink continuous, refill, magenta (Brother DCP T300/MFC 220)	6	btls	400.00	2,400.00			6									
1C Robot Vacuum Cleaner	1	unit	16,000.00	16,000.00			1									
Ink cartridge, photocopier "EPSON WF-C869R 02 - black"	3	pcs	7,000.00	21,000.00			3									
Ink cartridge, photocopier "EPSON WF-C869R 02 Cyan, T9732, 192.4ML"	2	pc	9,490.00	18,980.00			2									
Ink cartridge, photocopier "EPSON WF-C869R 02 Magenta, T9733, 192.4ML"	2	pc	9,490.00	18,980.00			2									
Ink cartridge, photocopier "EPSON WF-C869R 02 Yellow, T9734, 192.4ML"	2	pc	9,490.00	18,980.00			2									
Sub-Total				111,540.00												
Office Equipment																

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
Document Scanner w/ ADF	3	unit	26,000.00	78,000.00		3										
Sub-Total				78,000.00												
Office Furniture & Fixture																
Office chair, with arm rest	7	pc	5,000.00	35,000.00		7										
Sub-Total				35,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00			15	15								
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	20	pack	125.00	2,500.00		20										
Tape, Double Sided, 1" x 10m	6	rolls	35.00	210.00		6										
Sticky Note, 3 x 4, Yellow	6	pads	140.00	840.00		6										
Memo Notebooks, 80 leaves	6	pieces	29.00	174.00		6										
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	2	pcs	445.00	890.00		2										
Paper, Bond, A3, S-24, 80 gsm	1	reams	580.00	580.00		1										
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00		25			25							
Folder, Pressboard, A4, US Green, Double Fold	100	pcs	40.00	4,000.00		50			50							
Sub-Total				30,514.00												
Grand Total				268,054.00												

Prepared by:

ARNULFO T. GALENZOGA

Noted by:

MARWEN A. CASTAÑEDA
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: 09/28/2020

*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

*Note: Not yet budgeted.