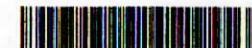


- ☒ Original PPMP
- ☐ Revised (Changed items, same budget)
- ☐ Supplemental



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



14-5-1550-2022-8-0-1

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Department of Horticulture**

Project Code: **DOH-2022**


Purpose: **Office Supplies**

Total Budget : **110,000.00**

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
IT Supplies and Equipment																
External Hard Disk Drive (Portable, 2TB), USB 3.1	2	unit	4,200.00	8,400.00	2											
Sub-Total				8,400.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	30											
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	5	packs	38.00	190.00	5											
Folder, File, Long, 14pts, White	20	piece	10.00	200.00	20											
Folder, Ordinary, A4	10	pcs	7.00	70.00	10											
Folder, Expanded, Long (Red)	30	piece	30.00	900.00	30											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00	10											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	tubes	220.00	2,200.00	10											
155L, PLASTIC STORAGE BOX	2	pieces	1,700.00	3,400.00	2											
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	10	set	78.00	780.00	10											
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	3	pcs	520.00	1,560.00	3											
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00	10											
Stapler, HD No.35	2	pc	350.00	700.00	2											
Multi-Purpose Glue, 1000g	1	btl	450.00	450.00	1											
Sub-Total				25,150.00												

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				33,550.00												

Prepared by: 
MIKKO ZILLAH D. ROSELLO

Noted by: 
ROSARIO A. SALAS
Unit Head/Project Leader

Funds Available: 
MYRNA S. PANCITO
Head, Budget Office

Date: **09/03/2021**

*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