



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Budget Office

Project Code: Budget-2022

Purpose: For Office Use

Total Budget : 54,785.05

Funding : GF- MOOE

☒ Original PPMP☐ Revised (Changed items, same budget)☐ Supplemental[illegible]

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
Pen, Highlighting, asstd color	1	pcs	25.00	25.00	1											
Pen, Highlighter, violet	1	pieces	47.00	47.00	1											
Pen, Highlighter, orange	1	pieces	46.00	46.00	1											
Pen, Highlighter, yellow	1	pieces	45.00	45.00	1											
Folder, Sliding, Plastic, w/ binder, Long, transparent	30	pcs	10.00	300.00	15			15								
Fastener, Paper, non-rust metal, 50 sets/box	10	boxes	50.00	500.00	5			5								
Disinfectant Spray, 170g	2	can	280.00	560.00	2											
Alcohol, Ethyl, 70% solution, 500mL	6	btls	125.00	750.00	6											
Sub-Total				16,433.00												
Grand Total				21,933.00												

Prepared by: MONA NENA B. GERALDO

Noted by: MYRNA S. PANCITO
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Head, Budget Office

Date: 02/08/2021

*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