

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



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

SCAN HERE



PPMP-2023-0808-136353

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Head of Alumni and Community Relations**

Project Code: **ACRO-2024**

Purpose: **For Office Use**

Total Budget : **75,000.00**

Funding : **GF-MOOE**

PPMP #: **63-5-2159-2024-7-0-0**

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
<b>IT Supplies and Equipment</b>																
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00	5						5					
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	2			3								
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00	2			3								
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	2			3								
<b>Sub-Total</b>				<b>8,750.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00	10			10			10			20		
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00	5						5					
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Paper, Bond, Short, S-24, 80 gsm	5	reams	277.00	1,385.00				5								
Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	10	packs	50.00	500.00	5			5								
Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	15	pack of 10's	60.00	900.00	5			5			5					
Vellum Board, Pale Cream, Long, 220 GSM, 10 sheets per pack	10	pack of 10's	70.00	700.00	5			5								
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	3			4			3					
Tape, Double Sided, 1" x 10m	10	rolls	45.00	450.00	5			5								
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00	5			5								
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00	2											
Stapler, HD No.35	1	pc	350.00	350.00	1											

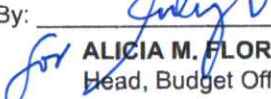


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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Stapler, HD-# 10	2	pieces	120.00	240.00	1			1								
Binder Clip, 2-inch, 12 pcs/box	10	boxes	100.00	1,000.00	5			5								
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	5											
Paper Clips Small Vinyl (50mm)	5	Box of 100's	40.00	200.00	3			2								
Envelope, Expanding, with garter tie, golden yellow, short	50	pc	15.00	750.00	20			10			10			10		
Envelope, Expanding, with garter tie, green, long	50	pc	15.00	750.00	10			10			10			20		
Folder, File, Long, 14pts, White	30	piece	10.00	300.00	10			10			10					
Folder, Pressboard, US, Blue, Long	50	pieces	30.00	1,500.00	10			20			10			10		
Folder, Pressboard, US, Green, Long	50	pcs	30.00	1,500.00	10			10			10			20		
Multi-Purpose Glue, 130 g	2	btl	60.00	120.00	1			1								
Glue Stick, Big, for Glue Gun	10	pieces	10.00	100.00	2			2			3			3		
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00	3			2								
Pen, Permanent Marker, blue, fine tip	5	pieces	60.00	300.00	3			2								
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00	3			2								
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00	3			2								
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00	10			10			20			10		
Pen, Sign, .5mm, Gel-type, Red	10	piece	35.00	350.00	5			5								
Pen, Ball, blue	50	pieces	10.00	500.00	10			10			10			10		10
Paper, Manila	10	pcs	6.00	60.00	5			5								
Rubber band	5	boxes	30.00	150.00	3			2								
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	2			2			1					
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	10	pcs	200.00	2,000.00	5						5					
Soap, Dishwashing, Liquid, 250mL	2	btls	150.00	300.00	2											
Soap, hand, liquid, 250 ml	2	btls	135.00	270.00	2											
Scissors, 8" heavy duty, good quality	3	pieces	75.00	225.00	2			1								
Alcohol, Ethyl, 70% solution, 500mL	5	btls	125.00	625.00	2			3								
Ruler, Plastic, 12"	5	pieces	15.00	75.00	2			1			2					
Pencil, Lead, #2, w/ eraser	10	pieces	10.00	100.00	5						5					
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	5	pack	40.00	200.00	2						3					

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00	2						3					
STICKY NOTES 3 X 4 ASSORTED COLORS	5	pad	79.00	395.00	3						2					
<b>Sub-Total</b>				<b>40,246.00</b>												
<b>Grand Total</b>				<b>48,996.00</b>												

Prepared by:   
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 Unit Head/Project Leader

Noted By:   
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 Head, Budget Office

Date: **08/08/2023**

<> \*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