

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



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

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PPMP-2023-0331-108745

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2023**

Unit/Office/Dept/Div: **Office of the Dean of Students**

Project Code: **ODS-OFFICE OF THE INSTITUTIONAL STUDENT PROGRAMS & SERVICES(2023)**

Purpose: **OFFICE SUPPLIES**

Total Budget : **48,799.13**

Funding : **GF-MOOE**

PPMP #: **186-5-1551-2023-2-0-8**

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, Gestetner DX-2430 Reisograph Copy Printer, 500ml	2	pieces	1,080.24	2,160.48					2							
<b>Sub-Total</b>				<b>2,160.48</b>												
<b>Office Equipment</b>																
Water Dispenser, Cabinet type	1	pc	10,000.00	10,000.00					1							
Electric fan	2	pc	2,500.00	5,000.00					2							
<b>Sub-Total</b>				<b>15,000.00</b>												
<b>Office Furniture &amp; Fixture</b>																
Office Steel Rack Shelves, 5 Layers	1	unit	10,000.00	10,000.00					1							
<b>Sub-Total</b>				<b>10,000.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00					10							
EPSON INK btl 664 black	3	btl	500.00	1,500.00					3							
Stapler, HD No.35	3	pc	350.00	1,050.00					3							
Pen, Ball, blue	50	pieces	10.00	500.00					50							
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00					10							
Pencil, Lead, #2, w/ eraser	100	pieces	10.00	1,000.00					100							
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00					2							
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00					5							
Scotch Tape	10	pcs	30.00	300.00					10							
Binder Clip, 2", black	20	pcs	8.50	170.00					20							

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
Binder Clip, 1.5", black	10	pcs	7.50	75.00					10							
Folder, Ordinary, A4	200	pcs	7.00	1,400.00					200							
Glue Gun, Big (approx. 7x18x 28cm)	2	pcs	355.00	710.00					2							
Glue Stick, Big, for Glue Gun	20	pieces	10.00	200.00					20							
Glue, Multi-Purpose, White, at least 130g (118mL)	10	btls	78.00	780.00					10							
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00					10							
Pin, Push, hammerhead type, asstd colors 50s/pack	20	boxes	35.00	700.00					20							
Cutter, Big, Plastic (Ordinary), w/ lock	5	pcs	30.00	150.00					5							
Duster, Feather	10	pcs	56.00	560.00					10							
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	420.00	420.00					1							
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00					5							
<b>Sub-Total</b>				<b>18,295.00</b>												
<b>Grand Total</b>				<b>45,455.48</b>												

Prepared by:

**JUNARD C. GUCELA**

Noted by:

**MANOLO B. LORETO JR.**  
Unit Head/Project Leader

Noted By:

**ALICIA M. FLORES**  
Head, Budget Office

Date: **03/31/2023**

<> \*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