

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



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

SCAN HERE



PPMP-2023-0915-145775

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **University Registrar**
 Project Code: **GF - University Registrar - 2024**
 Purpose: **For Office Use**

Total Budget : **100,000.00**
 Funding : **GF-MOOE**
 PPMP #: **228-5-1038-2024-8-0-0**

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
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	12	tubes	220.00	2,640.00		12										
Alcohol, Ethyl, 70% solution, 500mL	36	btls	125.00	4,500.00		36										
Soap, Dishwashing, Liquid, 250mL	6	btls	150.00	900.00		6										
Tape, Duct, 2" x 25m, Black/Grey	6	rolls	180.00	1,080.00		6										
Tape, Packaging, 2" x 100 yards, Tan	6	rolls	75.00	450.00		6										
Paper, Bond, A4, S-24, 80 gsm	125	reams	289.00	36,125.00		125										
Paper, Bond, Long, S-24, 80 gsm	50	reams	328.00	16,400.00		50										
Fastener, Paper, plastic, 50 sets/box	12	boxes	38.00	456.00		12										
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	12	boxes	20.00	240.00		12										
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	24	boxes	20.00	480.00		24										
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	12	boxes	30.00	360.00		12										
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	12	boxes	50.00	600.00		12										
Tape, Masking, 1" x 25 yards	12	rolls	48.00	576.00		12										
Tape, Masking, 2" x 25 yards	6	rolls	95.00	570.00		6										
Cleaner, Glass, 500mL, spray type, any scent	3	btls	200.00	600.00		3										
Correction Tape, 8m x 5mm wide	36	pc	40.00	1,440.00		36										
Staple Wire, #35	20	boxes	35.00	700.00		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
Folder, Ordinary, A4	200	pcs	7.00	1,400.00		200										
Bathroom Deodorizer, with holder, at least 100g, any scent	6	pcs	80.00	480.00		6										
Tape, Transparent, 12mm x 50m	24	rolls	68.00	1,632.00		24										
Toilet Bowl Cleaner, at least 1 liter	2	btl	250.00	500.00		2										
Envelope, brown, ordinary, A4 size	200	pcs	10.00	2,000.00		200										
Envelope, Brown, long, good quality	200	pcs	5.00	1,000.00		200										
Glue, Multi-Purpose, White, at least 130g (118mL)	36	btls	78.00	2,808.00		36										
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00		200										
Disinfectant spray, 400gms, lavender moist	12	tubes	500.00	6,000.00		12										
Acetate, transparent, guage #8, approx. 50m/roll	1	rolls	2,940.00	2,940.00		1										
Sub-Total				88,877.00												
Grand Total				88,877.00												

Prepared by: 
HOMER LOIS P. NAPOLES

Noted by: 
MARWEN A. CASTAÑEDA
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office

Date: **09/19/2023**

<> *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



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**ADVICE OF SUB-ALLOTMENT
CY 2023**

February 21, 2023

Major Final Output : GASS
Dept./Office/Center: OFFICE OF THE UNIVERSITY REGISTRAR

The following allotments are made available in support to programs and projects for the Calendar Year 2023. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

Breakdown:	
Supplies	69,787.99
Travel	7,067.14
Fuel	14,310.95
Semi-Expendable Supplies	8,833.92
TOTAL	100,000.00

Note:

It is advised that you follow the above figures under its corresponding account titles.

Prepared By:


ALICIA M. FLORES
Off Head of the Budget Office

Noted By:


LOUELLA C. AMPAC
Financial Management Director

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.