

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **College of Arts and Sciences**
 Project Code: **CAS-2023**
 Purpose: **For Higher Education's good and services**

Total Budget : **150,000.00**
 Funding : **GF-MOOE**
 PPMP #: **35-5-1085-2023-7-0-0**



| 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 |
| IT Supplies and Equipment | | | | | | | | | | | | | | | | |
| Ink, Epson 003,Genuine Black 65ml | 8 | btl | 350.00 | 2,800.00 | 8 | | | | | | | | | | | |
| Ink, EPSON 003,Genuine Cyan 65ml | 8 | btl | 350.00 | 2,800.00 | 8 | | | | | | | | | | | |
| Ink, EPSON 003,Genuine Yellow 65ml | 8 | btl | 350.00 | 2,800.00 | 8 | | | | | | | | | | | |
| Ink, EPSON 003,Genuine Magenta 65ml | 8 | btl | 350.00 | 2,800.00 | 8 | | | | | | | | | | | |
| Sub-Total | | | | | 11,200.00 | | | | | | | | | | | |
| Office Equipment | | | | | | | | | | | | | | | | |
| Electric fan (Stand) | 1 | pc | 2,500.00 | 2,500.00 | 1 | | | | | | | | | | | |
| Sub-Total | | | | | 2,500.00 | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | | | | |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box | 4 | boxes | 28.00 | 112.00 | 4 | | | | | | | | | | | |
| Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box | 4 | boxes | 46.00 | 184.00 | 4 | | | | | | | | | | | |
| Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' | 1 | pcs | 1,640.00 | 1,640.00 | 1 | | | | | | | | | | | |
| Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm | 1 | pcs | 820.00 | 820.00 | 1 | | | | | | | | | | | |
| Envelope, Document, Brown, 150 lbs, Long | 20 | pc | 7.00 | 140.00 | 20 | | | | | | | | | | | |
| Envelope, Expanding, with garter tie, blue, long | 10 | pc | 15.00 | 150.00 | 10 | | | | | | | | | | | |
| Fastener, Paper, plastic, 50 sets/box | 5 | boxes | 38.00 | 190.00 | 5 | | | | | | | | | | | |
| Folder, File, Long, 14pts, White | 100 | piece | 10.00 | 1,000.00 | 100 | | | | | | | | | | | |
| Index Tab, PVC self adhesive 6" x 1", 25pcs/box | 20 | set | 78.00 | 1,560.00 | 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 |
| Ink, for stamp pad, violet, 30mL, w/ applicator | 4 | btl | 35.00 | 140.00 | 4 | | | | | | | | | | | |
| Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Double) | 40 | pcs | 195.00 | 7,800.00 | 40 | | | | | | | | | | | |
| Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Single) | 30 | pcs | 100.00 | 3,000.00 | 30 | | | | | | | | | | | |
| Sticky Note, 2 x 3, Yellow | 20 | pads | 79.00 | 1,580.00 | 20 | | | | | | | | | | | |
| Paper, Bond, A4, S-24, 80 gsm | 10 | reams | 289.00 | 2,890.00 | 10 | | | | | | | | | | | |
| Tape Dispenser, 1" tape, big core, any color | 1 | pcs | 115.00 | 115.00 | 1 | | | | | | | | | | | |
| Sharpener, Pencil Heavy Duty good qty | 1 | pieces | 350.00 | 350.00 | 1 | | | | | | | | | | | |
| Sign Here Sticky Notes | 10 | pack | 59.00 | 590.00 | 10 | | | | | | | | | | | |
| Transparent Tape (1") | 10 | rolls | 25.00 | 250.00 | 10 | | | | | | | | | | | |
| Tape, Double Sided, 1" x 10m | 3 | rolls | 35.00 | 105.00 | 3 | | | | | | | | | | | |
| Cleaner, Glass, 500mL, spray type, any scent | 2 | btl | 200.00 | 400.00 | 2 | | | | | | | | | | | |
| Staple wire remover, Plier type, Metal | 1 | piece | 100.00 | 100.00 | 1 | | | | | | | | | | | |
| Staple Wire, #35 | 2 | boxes | 30.00 | 60.00 | 2 | | | | | | | | | | | |
| Rubberband, #18, 350 gms/box | 2 | boxes | 270.00 | 540.00 | 2 | | | | | | | | | | | |
| Gel Ink Sign Pen 0.5, blue | 10 | pcs | 25.00 | 250.00 | 10 | | | | | | | | | | | |
| Gel Ink Sign Pen 0.5, red | 10 | pcs | 25.00 | 250.00 | 10 | | | | | | | | | | | |
| My-Gel Gel Ink Pen refill 0.5mm, Blue | 5 | piece | 25.00 | 125.00 | 5 | | | | | | | | | | | |
| Pin, Push, hammerhead type, asstd colors 50s/pack | 1 | boxes | 35.00 | 35.00 | 1 | | | | | | | | | | | |
| Alcohol, Ethyl, 70% solution, 500mL | 20 | btl | 125.00 | 2,500.00 | 10 | | | 10 | | | | | | | | |
| Sub-Total | | | | 26,876.00 | | | | | | | | | | | | |
| Grand Total | | | | 40,576.00 | | | | | | | | | | | | |

Prepared by: 

RODERICK M. UNAJAN

Noted by: 

MA. THERESA P. LORETO
Unit Head/Project Leader

Noted By: 

ALICIA M. FLORES
Head, Budget Office
CRS - 301

Date: **09/01/2022**

<> *Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPM 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



ADVICE OF SUB-ALLOTMENT

Major Final Output : **HIGHER EDUCATION**
Dept./Office/Center: **COLLEGE OF ARTS & SCIENCES (CAS)**

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

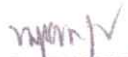
Breakdown:

| | |
|----------------------------|-------------------|
| Supplies | 95,080.50 |
| Travel | 24,150.27 |
| Semi-Expendable Supplies | 16,100.18 |
| Other Professional Expense | 2,683.36 |
| Repair and Maintenance | 5,366.73 |
| Fuel | 6,618.96 |
| Representation Expense | |
| Other MOOE | |
| Other General Services | |
| TOTAL | 150,000.00 |

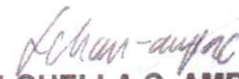
Note:

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

Prepared By:


MYRNA S. PANCITO
Head of the Budget Office

Noted By:


LOUELLA C. AMPAC
Financial Management Director