

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



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



133-5-614-2022-1-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Office of the Vice President for the Student Affairs and Services

Project Code: OVPSAS-GF-2022

Purpose: office use

Total Budget : 30,000.00

Funding : GF-MOOE

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																
Acetate, transparent, guage #6, approx. 50m/roll	1	rolls	2,050.00	2,050.00									1			
Alcohol, Ethyl, 70% solution, 500mL	5	btls	125.00	625.00									2	2	1	
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00									3	2		
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00									3	3	4	
Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	1	pcs	520.00	520.00									1			
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00									2	1		
Duster, Feather	1	pcs	45.00	45.00									1			
Disinfectant Spray, 340g	1	can	465.00	465.00									1			
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00									1			
Envelope, Expanding, with garter tie, blue, long	10	pc	15.00	150.00									3	3	4	
Envelope, Expanding, plastic, A4	10	pc	26.00	260.00									4	4	2	
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00									5	5		
Folder, Morocco, Long, w/ plastic binder, Blue	10	pieces	18.00	180.00									5	5		
Folder, Pressboard, US, Yellow, Long	10	pieces	30.00	300.00									5	5		
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00									5	5		
Staple Wire, #35	10	boxes	30.00	300.00									5	5		
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00									3			
Folder, Ordinary, A4	60	pcs	7.00	420.00									30	30		

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
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00									1			
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00									1			
Sub-Total				10,722.00												
Grand Total				10,722.00												

Prepared by: 

SHEILA MARIE C. LEMOS

Noted by: 

ALELI A. VILLOCINO
Unit Head/Project Leader

Funds Available: 

MYRNA S. PANCITO
Head, Budget Office 

Date: **08/31/2021**

*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