

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



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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

CY 2024

Unit/Office/Dept/Div: Dean of Students Office  
 Project Code: SWSO-24(Mental Health Week)  
 Purpose: Mental Health Week)

Total Budget : 30,000.00  
 Funding : STF  
 PPMP #: 246-1-1551-2024-0-0-29

SCAN HERE



PPMP-2024-015-169773

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>Accommodation</b>																
Accommodation	2	unit	1,200.00	2,400.00			2									
<b>Sub-Total</b>				<b>2,400.00</b>												
<b>Food &amp; Food Ingredients</b>																
Snacks AM	25	set	80.00	2,000.00			25									
Snacks PM	25	packs	80.00	2,000.00			25									
Packed Meals (Lunch) Menu#1	20	pack	200.00	4,000.00			20									
<b>Sub-Total</b>				<b>8,000.00</b>												
<b>Professional Services</b>																
Honorarium	2	person	3,000.00	6,000.00			2									
<b>Sub-Total</b>				<b>6,000.00</b>												
<b>Grand Total</b>				<b>16,400.00</b>												

Prepared by: JUNARD C. GUCELA

Noted by: CHONA A. BRIT  
 Unit Head/Project Leader

Noted By: ALICIA M. FLORES  
 Head, Budget Office

Date: 01/15/2024

<> \*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation  
 Note: Please make a separate PPMF 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

Subject to availability of funds upon Purchase Request (PR)