

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



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

SCAN HERE



PPMP-2024-0110-168088

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the President**

Project Code: **OP-2024-University activities**

Purpose: **For University activities (centennial, graduation, christmas lighting etc)**

Total Budget : **1,500,000.00**

Funding : **STF**

PPMP #: **58-1-1083-2024-0-0-2**

| 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 (VSU guests)                | 400      | heads  | 500.00    | 200,000.00        | 20                                               | 20  | 20  | 100 | 20  | 20  | 100 | 20  | 20  | 20  | 20  | 20  |
| <b>Sub-Total</b>                          |          |        |           | <b>200,000.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Awards &amp; Tokens</b>                |          |        |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| VSU Food products                         | 100      | packs  | 800.00    | 80,000.00         |                                                  | 5   |     | 50  |     | 5   | 20  |     | 5   | 5   |     | 10  |
| ACRYLIC GLASS PLAQUE3                     | 75       | pieces | 3,000.00  | 225,000.00        | 2                                                | 2   | 2   | 30  | 2   | 2   | 20  | 2   | 4   | 2   | 2   | 5   |
| <b>Sub-Total</b>                          |          |        |           | <b>305,000.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Food &amp; Food Ingredients</b>        |          |        |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Snacks PM (#9)                            | 1100     | pack   | 80.00     | 88,000.00         | 10                                               | 10  | 10  | 500 | 10  | 10  | 500 | 10  | 10  | 10  | 10  | 10  |
| Meals (Dinner) Buffet Style               | 650      | person | 200.00    | 130,000.00        | 10                                               | 10  | 10  | 300 | 10  | 10  | 200 | 20  | 20  | 20  | 20  | 20  |
| Meals (Breakfast) Buffet Style            | 650      | packs  | 200.00    | 130,000.00        | 10                                               | 10  | 10  | 300 | 10  | 10  | 200 | 20  | 20  | 20  | 20  | 20  |
| Lunch (Buffet Style) Menu#2               | 650      | pcs    | 250.00    | 162,500.00        | 10                                               | 10  | 10  | 300 | 10  | 10  | 200 | 20  | 20  | 20  | 20  | 20  |
| <b>Sub-Total</b>                          |          |        |           | <b>510,500.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                    |          |        |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Lei Necklace                              | 300      | piece  | 200.00    | 60,000.00         | 10                                               | 10  | 10  | 150 | 10  | 10  | 50  | 10  | 10  | 10  | 10  | 10  |
| Fireworks Display (University activities) | 4        | lot    | 50,000.00 | 200,000.00        |                                                  |     |     | 1   |     |     | 1   |     | 1   |     |     | 1   |
| Ribbon, Satin Cloth, White, 1'            | 3        | rolls  | 300.00    | 900.00            |                                                  |     |     | 3   |     |     |     |     |     |     |     |     |
| Ribbon, Satin Cloth, White, 2'            | 3        | rolls  | 300.00    | 900.00            |                                                  |     |     | 3   |     |     |     |     |     |     |     |     |
| Ribbon, Satin Cloth, Gold, 1"             | 3        | rolls  | 300.00    | 900.00            |                                                  |     |     | 3   |     |     |     |     |     |     |     |     |
| Ribbon, Satin Cloth, Green, 1"            | 3        | rolls  | 300.00    | 900.00            |                                                  |     |     | 3   |     |     |     |     |     |     |     |     |
| Ribbon, Satin Cloth, Gold, 2"             | 3        | rolls  | 300.00    | 900.00            |                                                  |     |     | 3   |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                          |          |        |           | <b>264,500.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

| 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>Grand Total</b>  |          |      |           | <b>1,280,000.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:   
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 Head, Budget Office

Date: 01/10/2024

<-> \*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