



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

SCAN HERE



PPMP-2022-0328-23856

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **VSU Integrated High School**
Project Code: **JHS Office Supplies**
Purpose: **For Office Use**

Total Budget : **90,000.00**
Funding : **GF-MOOE**
PPMP #: **138-5-1242-2022-2-0-0**

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																
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00									50			
Paper, Bond, Long, S-20, 70 gsm	30	reams	286.00	8,580.00									30			
Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	50	pack	85.00	4,250.00									50			
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	50	pack	65.00	3,250.00									50			
Class Record (School Register), Long, DepEd (K-12)	50	pcs	60.00	3,000.00									50			
School Register, big, Secondary	50	pieces	65.00	3,250.00									50			
Pen, Whiteboard Marker, black	100	pieces	50.00	5,000.00									100			
Ink, Refill, for Whiteboard Marker, Black, 30mL	50	btls	165.00	8,250.00									50			
Eraser, whiteboard, magnetic flannel	30	pc	60.00	1,800.00									30			
Pen, Sign, .5mm, Gel-type, Black	50	piece	35.00	1,750.00									50			
Pen, Sign, .5mm, Gel-type, Blue	100	piece	35.00	3,500.00									100			
Pen, Sign, .5mm, Gel-type, Red	50	piece	35.00	1,750.00									50			
Pencil, Lead, #2, w/ eraser	30	pieces	10.00	300.00									30			
Acetate, transparent, gauge #4, approx. 50m/roll	2	rolls	1,400.00	2,800.00									2			
Tissue, Bathroom, 2 Ply, 12rolls/pack	100	pack	204.00	20,400.00									100			
Folder, Ordinary, A4	50	pcs	7.00	350.00									50			
Paper Construction Green 8.5x13"	50	pcs	50.00	2,500.00									50			
Paper Construction, Gold 8.5x13"	50	pcs	50.00	2,500.00									50			
Paper Construction Pink 8.5x13"	50	pcs	50.00	2,500.00									50			

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
My-Gel Gel Ink Pen refill 0.5mm, Blue	20	piece	25.00	500.00									20			
Cartolina, US, Blue, at least 160gsm	50	pcs	14.00	700.00									50			
Sub-Total				89,580.00												
Grand Total				89,580.00												

Prepared by: 
GUADA FE D. AMIHAN

Noted by: 
SHALOM GRACE C. SUGANO
Unit Head/Project Leader

Funds Available: 
ALICIA M. FLORES
Head, Budget Office

Date: 03/28/2022

*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