

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0327-107383

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Office of the Dean of Students**

Project Code: **ODS-SCHOLARSHIP AND AWARDS**

Purpose: **OFFICE SUPPLIES**


Total Budget : **48,799.13**


Funding : **GF-MOOE**


PPMP #: **186-5-1551-2023-2-0-6**

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																
UPS, 1000 VA	1	unit	3,000.00	3,000.00					1							
Sub-Total				3,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	25	reams	289.00	7,225.00					25							
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00					5							
Ink, Epson Premium Dye Ink, 1 liter, black	5	btls	1,700.00	8,500.00					5							
Ink, Epson Premium Dye Ink, 1 liter, magenta	2	btls	1,700.00	3,400.00					2							
Ink, Epson Premium Dye Ink, 1 liter, Yellow	2	btls	1,700.00	3,400.00					2							
Ink, Epson Premium Dye Ink, 1 liter, Cyan	2	btls	1,700.00	3,400.00					2							
Ballpen 50 Pieces, Blue	1	box of 50's	500.00	500.00					1							
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00					10							
Data filer A4 Size	10	pcs	250.00	2,500.00					10							
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00					10							
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	200.00	4,000.00					20							
Folder, Ordinary, A4	500	pcs	7.00	3,500.00					500							
Folder, Pressboard, US, Green, Short	20	pcs	29.00	580.00					20							
Staple Wire, #35	10	boxes	35.00	350.00					10							
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00					10							

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
Clip, Double Binder, 2" (approx. 51mm) , Black, 12pcs/box	10	boxes	70.00	700.00					10							
Sub-Total				45,425.00												
Grand Total				48,425.00												

Prepared by: 
JUNARD C. GUCELA

Noted by: 
MANOLO B. LORETO JR.
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office

Date: **03/27/2023**

<> *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