

- ☒ 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: **NSTP Office**  
 Project Code: **ROTC Admin/Logistical Support**  
 Purpose: **for ROTC Office Supplies**

Total Budget : **36,138.00**  
 Funding : **GF-MOOE**  
 PPMF #: **PPMP-2024-071124-0261**



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>Hardware</b>																
Paint, Acrylic Base Latex, White, flat	1	gallon	700.00	700.00								1				
Paint, Latex, Chocolate Brown	1	gallon	950.00	950.00								1				
Paint, TTC, Thalo Green, Latex	2	L	500.00	1,000.00								2				
<b>Sub-Total</b>				<b>2,650.00</b>												
<b>Office Equipment</b>																
Wall fan	1	pc	2,500.00	2,500.00								1				
<b>Sub-Total</b>				<b>2,500.00</b>												
<b>Office Supplies</b>																
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	4	pack	250.00	1,000.00								4				
Paper, Bond, A4, S-24, 80 gsm	17	reams	289.00	4,913.00								17				
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	270	packs	45.00	12,150.00								270				
Paper, Specialty 200gsm 8-1/2x11, 10s, Cyril Pink	60	packs	38.00	2,280.00								60				
Certificate Holder (A4)	40	pcs	65.00	2,600.00								40				
Folder, Pressboard, US, Green, Long	50	pcs	35.00	1,750.00								50				
Envelope, Document, Brown, 150 lbs, Short	130	pc	5.00	650.00								130				
Envelope, Expanding, with garter tie, green, long	30	pc	20.00	600.00								30				
Glue Gun, Small (approx. 4x12x 18cm)	1	pcs	185.00	185.00								1				
Glue Stick, Small, for Glue Gun	40	pcs	7.00	280.00								40				
Stapler, HD # 10	1	pieces	120.00	120.00								1				
Stapler, HD No.35	1	pc	400.00	400.00								1				
Staple Wire, #35	5	boxes	35.00	175.00								5				

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
Staple Wire, #10	5	boxes	15.00	75.00								5				
Puncher, 2 holes, heavy duty	1	pieces	315.00	315.00								1				
Scissors, 6" heavy duty, good quality	1	piece	68.00	68.00								1				
Fastener, Paper, plastic, 50 sets/box	1	boxes	40.00	40.00								1				
Tape, Double Sided, 1" x 10m	6	rolls	45.00	270.00								6				
Scotch Tape	2	pcs	30.00	60.00								2				
Tape, Masking, 2" x 25 yards	2	rolls	95.00	190.00								2				
<b>Sub-Total</b>				<b>28,121.00</b>												
<b>Grand Total</b>				<b>33,271.00</b>												

Prepared by: \_\_\_\_\_

**MARLON V. DAMPIOS**

Submitted by: \_\_\_\_\_

**DARIO P. LINA**

Unit Head/Project Leader

Date: 07/11/2024

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