

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



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



**PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)**

**CY 2024**

Unit/Office/Dept/Div: **Department of Agricultural Education & Extension**

Project Code: **EXT STF-09 noted**

Purpose: **For project use.**

Total Budget : **50,000.00**

Funding : **STF**

PPMP #: **42-1-2401-2024-0-0-1**

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>Office Supplies</b>																
Paper, Bond, A4, S-20, 70 gsm	15	reams	253.00	3,795.00			15									
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00			5									
Pen, Sign, .5mm, Gel-type, Blue	24	piece	35.00	840.00			24									
Pencil, Lead, #2, w/ eraser	24	pieces	10.00	240.00			24									
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00			10									
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	2	boxes	25.00	50.00			2									
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	2	boxes	30.00	60.00			2									
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	2	boxes	75.00	150.00			2									
Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	2	boxes	25.00	50.00			2									
Stapler, HD No.35	1	pc	400.00	400.00			1									
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00			2									
Paper, Manila	15	pcs	6.00	90.00			15									
Folder, File, Long, 14pts, White	15	piece	10.00	150.00			15									
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	75.00	375.00			5									
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	1	pieces	368.00	368.00			1									
Pen, Highlighter, yellow	2	pieces	45.00	90.00			2									
Pen, Highlighter, violet	2	pieces	47.00	94.00			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
Pen, Highlighter, orange	2	pieces	46.00	92.00			2									
Sticky Note, 2 x 3, Yellow	2	pads	79.00	158.00			2									
STICKY NOTES 2 X 3 ASSORTED COLORS	2	pad	79.00	158.00			2									
STICKY NOTE 3 X 3 ASSORTED COLORS	2	pad	79.00	158.00			2									
STICKY NOTES 3 X 4 ASSORTED COLORS	2	pad	79.00	158.00			2									
Ink, Refill, for Permanent Marker, Black, 30mL	5	btl	115.00	575.00			5									
ID Sling, Green Color	50	pc	40.00	2,000.00			50									
<b>Sub-Total</b>				<b>13,001.00</b>												
<b>Transportation</b>																
University vehicle/van rental	2	day	5,000.00	10,000.00			1		1							
<b>Sub-Total</b>				<b>10,000.00</b>												
<b>Vehicle Supplies</b>																
Diesel fuel	170	liters	84.00	14,280.00		20	15	15	15	15	15	15	15	15	15	15
<b>Sub-Total</b>				<b>14,280.00</b>												
<b>Grand Total</b>				<b>37,281.00</b>												

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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 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