

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



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

SCAN HERE



PPMP-2024-0522-198586

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2024**

Unit/Office/Dept/Div: **Office of the Director for Instruction and Evaluation**

Project Code: **Graduation2024**

Purpose: **These are urgently needed for the coming VSU Commencement Exercises 2024.**

Total Budget : **16,000.00**

Funding : **STF**

PPMP #: **PPMP-2024-052224-0143**

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>																
Glue Gun, Big (approx. 7x18x 28cm)	6	pcs	355.00	2,130.00						6						
Glue Stick, Big, for Glue Gun	40	pieces	10.00	400.00						40						
Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	10	ream	450.00	4,500.00						10						
Ribbon, Satin Cloth, Gold, 2"	10	rolls	300.00	3,000.00						10						
Safety pins	5	boxes	200.00	1,000.00						5						
Scotch Tape	12	pcs	30.00	360.00						12						
Ribbon, Satin Cloth, Green, 2"	10	roll	300.00	3,000.00						10						
Tape Dispenser, 1" tape, big core, any color	5	pcs	115.00	575.00						5						
Tassel	5	rolls	200.00	1,000.00						5						
<b>Sub-Total</b>				<b>15,965.00</b>												
<b>Grand Total</b>				<b>15,965.00</b>												

Prepared by:

**MA. RACHEL KIM L. AURE**

Submitted by:

**MA. RACHEL KIM L. AURE**  
 Unit Head/Project Leader

{{-- Date: **05/22/2024**

\*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