

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0908-144297

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Learning & Development and Human Resource Accreditation Office

Project Code: LDHRAO-Training-2024

Purpose: Training Use 2024

Total Budget : 2,311,230.00

Funding : GF-MOOE

PPMP #: 175-5-2395-2024-8-0-1

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
Accommodation																
Hotel Accommodation for Resource Person	50	day	1,600.00	80,000.00	50											
Sub-Total				80,000.00												
Food & Food Ingredients																
Snacks AM	4000	set	80.00	320,000.00	4000											
Snacks PM	4000	packs	80.00	320,000.00	4000											
Meals - Packed Lunch	4000	pack	200.00	800,000.00	4000											
Dinner Buffet (for RP)	100	set	250.00	25,000.00	100											
Breakfast Buffet (for RP)	100	set	250.00	25,000.00	100											
Lunch Buffet Style	100	person	250.00	25,000.00	100											
Sub-Total				1,515,000.00												
Office Supplies																
ECO Pouch	4000	piece	5.00	20,000.00	4000											
Pen, Ball, blue	4000	pieces	10.00	40,000.00	4000											
Notebook, ordinary 60 leaves, 60 gsm	4000	pieces	13.00	52,000.00	4000											
Neck lanyard or ID sling (black)	1000	pc	25.00	25,000.00	1000											
ID holder	1000	pcs	45.00	45,000.00	1000											
Pen, Permanent Marker, black, fine tip	2000	pieces	60.00	120,000.00	2000											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Sticky Notes for Meta Cards	500	piece	150.00	75,000.00	500											
Paper, Laid 8 x 11 90gsm Diamond White	5	boxes	850.00	4,250.00	5											
Paper, Laid 8 x 11 90gsm Ivory	2	boxes	850.00	1,700.00	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
Paper Laid A4, 90 gsm White	3	boxes	850.00	2,550.00	3											
Paper, Laid 8 x 13 90gsm Ivory	10	boxes	1,415.00	14,150.00	10											
Lei Necklace	300	piece	200.00	60,000.00	300											
Crayons, 48 colors	30	box of 50's	400.00	12,000.00	30											
Paper, Manila	1000	pcs	6.00	6,000.00	1000											
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	1	unit	6,800.00	6,800.00	1											
Sub-Total				490,230.00												
Printing Services																
Diploma Cover	300	piece	100.00	30,000.00	300											
Sub-Total				30,000.00												
Trainings																
Token	50	bag	1,000.00	50,000.00	50											
Sub-Total				50,000.00												
Grand Total				2,165,230.00												

Prepared by:

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Noted by:

LUVILLA G. ALCOBER
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES IV
Head, Budget Office

Date: 09/11/2023

<> *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