

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



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

SCAN HERE



PPMP-2023-0505-115532

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2023**

Unit/Office/Dept/Div: **College of Management & Economics**  
 Project Code: **VSU-IP-2022-5**  
 Purpose: **Project Use**

Total Budget : **2,059,205.50**

Funding : **GF-MOOE**

PPMP #: **38-5-1513-2023-4-0-3**

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>Communication/Courier Services</b>																
Smart Prepaid Cell Card, 500Php	50	pc	550.00	27,500.00					50							
<b>Sub-Total</b>				<b>27,500.00</b>												
<b>Food &amp; Food Ingredients</b>																
Snacks AM	70	set	80.00	5,600.00					70							
Snacks PM	70	packs	80.00	5,600.00					70							
Meals (Breakfast) Buffet Style	30	packs	200.00	6,000.00					30							
Lunch (Buffet Style) Menu#1	100	person	200.00	20,000.00					100							
<b>Sub-Total</b>				<b>37,200.00</b>												
<b>IT Supplies and Equipment</b>																
Portable Trolley 15" Speaker with wireless microphone	1	unit	10,000.00	10,000.00					1							
<b>Sub-Total</b>				<b>10,000.00</b>												
<b>Medical &amp; Dental Supplies &amp; Equipment</b>																
heavy duty gloves(for garbage collector and utility)	2	pair	100.00	200.00					2							
<b>Sub-Total</b>				<b>200.00</b>												
<b>Office Equipment</b>																
Microphone stand	1	set	1,656.00	1,656.00					1							
<b>Sub-Total</b>				<b>1,656.00</b>												
<b>Office Supplies</b>																
Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	20	pack of 10's	60.00	1,200.00					20							
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	12	pack	250.00	3,000.00					12							



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
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00					10							
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	15	tubes	220.00	3,300.00					15							
Envelope, Expanding, Plastic, Long, with Handle	20	pcs	100.00	2,000.00					20							
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00					50							
Pen, Sign, .5mm, Gel-type, Red	30	piece	35.00	1,050.00					30							
Tape, Double Sided, 2" x 10m	5	rolls	70.00	350.00					5							
Tape, Masking, 2" x 25 yards	10	rolls	95.00	950.00					10							
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	75.00	375.00					5							
Correction Tape, 8m x 5mm wide	2	pc	40.00	80.00					2							
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00					20							
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00					10							
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	10	boxes	50.00	500.00					10							
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	10	boxes	70.00	700.00					10							
STICKY NOTES 2 X 3 ASSORTED COLORS	10	pad	79.00	790.00					10							
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	10	pack	146.00	1,460.00					10							
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	2	pcs	1,500.00	3,000.00					2							
Fabric Conditioner, 1L, any scent	4	btls	415.00	1,660.00					4							
Soap, Dishwashing, Liquid, 250mL	15	btls	150.00	2,250.00					15							
Alcohol, Isoprophyl, 70% solution, 500ml pump type	5	btls	250.00	1,250.00					5							
<b>Sub-Total</b>				<b>33,685.00</b>												
<b>Transportation</b>																
Vehicle/Van Rental	10	day	5,000.00	50,000.00					10							
<b>Sub-Total</b>				<b>50,000.00</b>												
<b>Grand Total</b>				<b>160,241.00</b>												

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

**GEECEL F. GALVEZ**

Noted by: \_\_\_\_\_

**MOISES NEIL V. SERIÑO**  
Unit Head/Project Leader

Noted By: \_\_\_\_\_

**ALICIA M. FLORES**  
Head, Budget Office

Date: **05/05/2023**

<> \*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

Activity/Category	Quantity	Unit Cost	Total Cost	Schedule of Monthly Disbursements											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Supplies	100	1.50	150.00												
Office Appliance & Equipment	5	200.00	1,000.00												
Office Furniture	2	500.00	1,000.00												
Laboratory Supplies	50	2.00	1,000.00												
IT Equipment	10	100.00	1,000.00												
Construction & Electrical Supplies	100	10.00	1,000.00												
Farm & Agricultural Supplies	100	10.00	1,000.00												
Feeds & Feed Ingredients	100	10.00	1,000.00												
Medical & Dental Supplies	100	10.00	1,000.00												
Auto Supplies	100	10.00	1,000.00												