

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



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

SCAN HERE



PPMP-2023-0905-143217

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2024**

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

Project Code: **Graduation 2024**

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

Total Budget : **15,000.00**

Funding : **STF**

PPMP #: **154-1-59-2024-7-0-0**

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	54	pieces	10.00	540.00	54											
Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	10	ream	450.00	4,500.00	10											
Ribbon, Satin Cloth, Yellow/Gold, 2"	10	rolls	300.00	3,000.00	10											
Safety pins	7	boxes	200.00	1,400.00	7											
Scotch Tape	15	pcs	30.00	450.00	15											
Tape Dispenser, 1" tape, big core, any color	5	pcs	115.00	575.00	5											
Tassel	12	rolls	200.00	2,400.00	12											
<b>Sub-Total</b>				<b>14,995.00</b>												
<b>Grand Total</b>				<b>14,995.00</b>												

Prepared by:

**RAFAEL B. VERGARA JR.**

Noted by:

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

Noted By:

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

Date: **09/05/2023**

<> \*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