

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



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



171-5-1710-2022-3-0-0

RECEIVED
APR 30 2021
 BY: *[Signature]*

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Office of the Director for Administrative Services**
 Project Code: **ODAS-2021**
 Purpose: **Office Use**

Total Budget : **50,000.00**
 Funding : **GF-MOOE**


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
IT Supplies and Equipment																
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1	unit	11,000.00	11,000.00	1											
Computer Keyboard USB	1	pcs	400.00	400.00	1											
Mouse, Wired, Optical, USB	1	pieces	210.00	210.00	1											
Automatic Voltage Regulatory (AVR), 1500W, heavy duty	1	unit	5,000.00	5,000.00	1											
Sub-Total				16,610.00												
Office Furniture & Fixture																
Steel Cabinet, 4 drawers, Dark Green	1	pcs	8,500.00	8,500.00	1											
Office Table with Mobile Pedestal	1	pc	12,500.00	12,500.00	1											
Sub-Total				21,000.00												
Office Supplies																
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	3	box	30.00	90.00	3											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3	boxes	14.00	42.00	3											
Envelope, Document, Brown, 150 lbs, Long	3	pc	7.00	21.00	3											
Fastener, Paper, plastic, 50 sets/box	3	boxes	38.00	114.00	3											
Folder, Pressboard, US, Green, Long	10	pcs	30.00	300.00	10											
Folder, File, Long, 14pts, White	20	piece	10.00	200.00	20											
Sticky Note, 2 x 3, Yellow	2	pads	79.00	158.00	2											
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00	5											
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	30											
Pen, Ball, blue	5	pieces	10.00	50.00	5											

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, Ball, black	1	pieces	10.00	10.00	1											
Pen, Sign, .5mm, Gel-type, Blue	5	piece	35.00	175.00	5											
Stapler, HD-# 10	1	pieces	100.00	100.00	1											
Scissors, 6" heavy duty, good quality	1	piece	68.00	68.00	1											
Note Pad, 3" x 3", post-it, assorted colors	5	pads	35.00	175.00	5											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	1	boxes	20.00	20.00	1											
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00	1											
Sub-Total				12,363.00												
Grand Total				49,973.00												


Prepared by:


AIZA B. BESAVILLA

Noted by:


RYSAN C. GUINOCOR
Unit Head/Project Leader

Funds Available:


MYRNA S. PANCITO
Head, Budget Office

Date: 04/29/2021

*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