

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



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

SCAN HERE



PPMP-2022-0325-23547

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Office of the Head of Payroll and Leave Benefits**

Project Code: **OHPLB-2022**

Purpose: **Office Use**

Total Budget : **30,000.00**

Funding : **GF-MOOE**

PPMP #: **196-5-860-2022-2-0-0**

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
Office Furniture & Fixture																
Office Steel Rack Shelves, 5 Layers	2	unit	10,000.00	20,000.00								2				
Sub-Total				20,000.00												
Office Supplies																
PENCIL #2 MEDIUM YELLOW 12/BOX	3	Box of 12's	120.00	360.00								3				
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	12	pcs	195.00	2,340.00								12				
Stapler Flat clinch Standard Half strip	1	piece	700.00	700.00								1				
Puncher, Heavy Duty	2	pieces	450.00	900.00								2				
Rubberband, #18, 350 gms/box	4	boxes	270.00	1,080.00								4				
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	15	pack	40.00	600.00								15				
Sticky Note, 3x5 Colored	8	pads	50.00	400.00								8				
Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	2	pack	150.00	300.00								2				
Folder, File, Long, 14pts, White	50	piece	10.00	500.00								50				
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00								5				
Tape, Double Sided, 1" x 10m	2	rolls	35.00	70.00								2				
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00								3				
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00								2				
Pen, Permanent Marker, black, fine tip	2	pieces	60.00	120.00								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
Pen, Permanent Marker, blue, fine tip	2	pieces	60.00	120.00								2				
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	10	pieces	90.00	900.00							10					
Rollerball sign Pen (blue)	1	box	800.00	800.00							1					
Fastener, Paper, plastic, 50 sets/box	7	boxes	38.00	266.00							7					
Sub-Total				9,996.00												
Grand Total				29,996.00												

Prepared by: FLORANTE G. DIDAL

Noted by: REGINA C. BIBERA
Unit Head/Project Leader

Funds Available: ALICIA M. FLORES
Head, Budget Office

Date: 03/25/2022

*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