

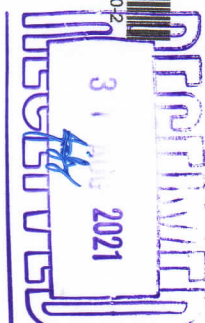
☒ Original PPMF
☐ Revised (Changed items, same budget)
☐ Supplemental



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



85-5-618-2022-7-02



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **University Student Services Office**
 Project Code: **Office of the Dean of Students ODS-2022**
 Purpose: **Office use**

Total Budget : **43,150.68**
 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
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00					2							
Alcohol, Isopropyl, 70% solution, 500mL	5	btl	140.00	700.00					5							
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1	packs	500.00	500.00					1							
Soap, Detergent, Powder, 1 kilo/pack, any scent	3	kl	105.00	315.00					3							
Soap, Detergent, Bar, at least 350g, any scent	10	bar	38.00	380.00					10							
Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)	1	pcs	396.00	396.00					1							
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	420.00	420.00					1							
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00					1							
Hand Towel, cloth, cotton, 12 pcs/pack	1	piece	258.00	258.00					1							
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	3	pcs	192.00	576.00					3							
Cleaner, Glass, 500mL, any scent	1	btl	198.00	198.00					1							
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	2	set	78.00	156.00					2							
Index Tab, transparent, self-adhesive, transparent, 5sets/box	2	boxes	65.00	130.00					2							
Mop Rug, Heavy Duty, 100% cotton	5	pieces	90.00	450.00					5							
Multi-Insect Killer Spray, 250mL	1	tubes	200.00	200.00					1							
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00					15							
Ring Binder, plastic, 38mm, 1-1/2" black	3	pieces	46.00	138.00					3							

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ring Binder, plastic, 20mm, 3/4" black	3	pieces	22.00	66.00					3							
Ring Binder, plastic, 8mm, 5/16" black	3	pieces	8.00	24.00					3							
Ring Binder, plastic, 14mm, 5/8" black	3	pieces	18.00	54.00					3							
Ring Binder, plastic, 22mm, 7/8" black	3	pieces	27.00	81.00					3							
Ring Binder, plastic, 10mm, 3/8" black	3	pieces	10.00	30.00					3							
Rags, large, good quality, size 24"x15", water absorbent	10	pcs	40.00	400.00					10							
Soap, Dishwashing, Liquid, 250mL	2	btl	150.00	300.00					2							
Soap, Toilet, guest size	6	pieces	15.00	90.00					6							
Soap, Toilet, regular size	6	pieces	35.00	210.00					6							
Soap, hand, liquid, 250 ml	2	btl	135.00	270.00					2							
Sub-Total				11,257.00												
Grand Total				11,257.00												

Prepared by: MERIAM M. LUNA

Noted by: MANOLO B. LORETO
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Unit Head, Budget Office

Date: 08/31/2021

*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