

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



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

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Total Budget : 43,150.68  
Funding : GF-MOOE



31 May 2021

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

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	btls	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	kg	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	bls	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							
<b>Sub-Total</b>				<b>11,257.00</b>												
<b>Grand Total</b>				<b>11,257.00</b>												

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

  
MERIAM M. LUNA

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

  
MANOLO B. LORETO  
Unit Head/Project Leader

Funds Available: \_\_\_\_\_

  
MYRNA S. PANCITO  
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,