

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



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

SCAN HERE



PPMP-2022-0324-23287

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2022**

Unit/Office/Dept/Div: **Office of the Head of Performance Management and Rewards & Recognition**  
 Project Code: **OHPMRR-2022**  
 Purpose: **Office Use**

Total Budget : **26,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **174-5-176-2022-2-0-0**

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
<b>IT Supplies and Equipment</b>																
Ink, Epson 003, Genuine Black 65mL	10	btl	350.00	3,500.00							10					
Ribbon Cartridge EPSON S015639	4	pieces	165.00	660.00							4					
Computer ribbon, EPSON SO15531/15086, Genuine	4	pieces	765.00	3,060.00							4					
<b>Sub-Total</b>				<b>7,220.00</b>												
<b>Office Supplies</b>																
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00						1						
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00						3						
Correction Pen, rolling ball-metal tip	8	pc	220.00	1,760.00						8						
Correction Tape, 8m x 5mm wide	41	pc	40.00	1,640.00						41						
Continuous Forms, Bond 20, 13 x 9-1/2, 2 Ply	2	boxes	2,495.00	4,990.00							2					
Continuous Forms, Bond 20, 11 x 14-7/8, 2 Ply	2	boxes	2,910.00	5,820.00							2					
Paper, Bond, A3, S-24, 80 gsm	4	reams	580.00	2,320.00							4					
<b>Sub-Total</b>				<b>18,780.00</b>												
<b>Grand Total</b>				<b>26,000.00</b>												

Prepared by: MIRIAM M. DE LA TORRE

Noted by: MIRIAM M. DE LA TORRE  
 Unit Head/Project Leader

Funds Available: ALICIA M. FLORES  
 Head, Budget Office

Date: 03/24/2022

\*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PPMF 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