

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



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



85-5-618-2022-7-0-5

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

CY 2022

Unit/Office/Dept/Div: **University Student Services Office**
 Project Code: **Office of the Student Welfare Services 2022 c/o ODS**
 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 Equipment | | | | | | | | | | | | | | | | |
| Electric fan | 1 | pc | 2,500.00 | 2,500.00 | | | | | | | | 1 | | | | |
| Sub-Total | | | | 2,500.00 | | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | | | | |
| Paper, Bond, A4, S-24, 80 gsm | 15 | reams | 289.00 | 4,335.00 | | | | | | | | 15 | | | | |
| Record Book, Big, 500 pages | 10 | pcs | 115.00 | 1,150.00 | | | | | | | | 10 | | | | |
| Ink, Epson Premium Dye Ink, 1 liter, black | 1 | blts | 1,700.00 | 1,700.00 | | | | | | | | 1 | | | | |
| Sub-Total | | | | 7,185.00 | | | | | | | | | | | | |
| Grand Total | | | | 9,685.00 | | | | | | | | | | | | |

Prepared by: Meriam M. Luna

Noted by: Manolo B. Loreto

Funds Available: Myrna S. Pancito

Unit Head/Project Leader
 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