

- ☒ 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

Unit/Office/Dept/Div: **Office of the Head of Recruitment Selection Placement and Personnel Records**

Project Code: **OHRSPPR-2022**

Purpose: **Office Use**

Total Budget : **87,656.00**

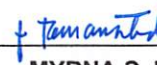
Funding : **GF-MOOE**

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
Awards & Tokens																
VSU Pin -20mm GOLD (for Loyalty Awardees)	20	pcs	230.00	4,600.00								20				
VSU Pin -20mm SILVER (for Loyalty Awardees)	20	pcs	230.00	4,600.00								20				
VSU Pin -20mm BRONZE (for Loyalty Awardees)	50	pcs	230.00	11,500.00								50				
Sub-Total				20,700.00												
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	3	btl	350.00	1,050.00	3											
Computer ribbon, EPSON SO15531/15086, Genuine	12	pieces	765.00	9,180.00	6						6					
Ribbon Cartridge EPSON S015639	4	pieces	165.00	660.00	4											
Sub-Total				10,890.00												
Office Supplies																
Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	8	boxes	1,484.00	11,872.00	8											
Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply	9	boxes	1,372.00	12,348.00	6						3					
Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	3	boxes	1,270.00	3,810.00	3											
Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	9	boxes	1,855.00	16,695.00	5						4					
Datafiler	9	pc	250.00	2,250.00							9					
Ink, for stamp pad, violet, 30mL, w/ applicator	3	btls	35.00	105.00	3											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	10						10					
Paper, Bond, Long, S-24, 80 gsm	8	reams	328.00	2,624.00	8											
Record Book, Big, 300 pages	3	pcs	80.00	240.00	3											
Ribbon, Typewriter, black	2	rolls	45.00	90.00	2											
Tape, Masking, 1" x 25 yards	3	rolls	48.00	144.00	3											

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
<i>Sub-Total</i>				55,958.00												
<i>Grand Total</i>				87,548.00												

Prepared by: 
FLORANTE G. DIDAL

Noted by: 
HONEY SOFIA V. COLIS
Unit Head/Project Leader

Funds Available: 
MYRNA S. PANCITO
Head, Budget Office

Date: 08/23/2021

*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