

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



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

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PPMP-2023-0812-137510

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2024**

Unit/Office/Dept/Div: **Accounting Office**  
 Project Code: **TES - Administrative Cost**  
 Purpose: **For office supplies and maintenance**

Total Budget : **70,000.00**

Funding : **TF**

PPMP #: **72-4-785-2024-7-0-1**

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, genuine, (BK) T664, 70 ml	15	pieces	350.00	5,250.00							15					
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00							5					
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00							5					
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00							5					
Computer Printer 3-in-1	2	unit	12,500.00	25,000.00							2					
UPS, 1000 VA	1	unit	3,000.00	3,000.00				1								
<b>Sub-Total</b>				<b>38,500.00</b>												
<b>Office Furniture &amp; Fixture</b>																
Swivel Chair, high quality	2	unit	8,000.00	16,000.00		2										
<b>Sub-Total</b>				<b>16,000.00</b>												
<b>Office Supplies</b>																
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00							5					
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	50.00	250.00							5					
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00		30										
Envelope, Document, Brown, 150 lbs, Short	10	pc	5.00	50.00		10										
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00				200								
Staple Wire, #35	5	boxes	35.00	175.00							5					
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00				10								
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00				10								

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
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00		10										
Puncher, Heavy Duty	2	pieces	450.00	900.00		2										
Record Book, Big, 500 pages	3	pcs	115.00	345.00		3										
Tape, Transparent, 24mm x 50m	3	rolls	120.00	360.00				3								
Envelope, Expanding, with garter tie, green, long	30	pc	15.00	450.00				30								
<b>Sub-Total</b>				<b>11,610.00</b>												
<b>Grand Total</b>				<b>66,110.00</b>												

Prepared by:

**VALERIE Y. VERGIS**

Noted by:

**NICK FREDDY R. BELLO**  
Unit Head/Project Leader

Noted By:

**NICK FREDDY R. BELLO**  
Head, Accounting Office

Date: **08/12/2023**

<> \*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