

- ☒ 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 Director for Extension**  
 Project Code: **ODEX Funds (FFD)**  
 Purpose: **For office use**

Total Budget : 300,000.00  
 Funding : **GF-MOOE**  
 PPMP #: **162-5-625-2022-4-0-2**

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>Office Supplies</b>																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	6	tubes	220.00	1,320.00							6					
Alcohol, Isopropyl, 70% solution, 500mL	12	btl	140.00	1,680.00							12					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	12	boxes	14.00	168.00							12					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	6	box of 50's	30.00	180.00							6					
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	350.00	350.00							1					
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00							2					
Soap, Dishwashing, Liquid, 250mL	6	btl	150.00	900.00							6					
Envelope, Expanding, with garter tie, blue, long	24	pc	15.00	360.00								24				
Envelope, Expanding, with garter tie, green, long	12	pc	15.00	180.00								12				
Eraser, Rubber, high quality	2	pc	45.00	90.00								2				
Folder, File, Long, 14pts, White	24	piece	10.00	240.00								24				
Folder, Pressboard, US, Blue, Long	12	pieces	30.00	360.00								12				
Folder, Pressboard, US, Green, Long	12	pcs	30.00	360.00								12				
Folder, Pressboard, US, Yellow, Long	12	pieces	30.00	360.00								12				
Folder, Sliding, Plastic, w/ binder, Long, transparent	12	pcs	10.00	120.00								12				
Hand Towel, cloth, cotton	2	piece	35.00	70.00								2				
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btl	35.00	70.00								2				
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00									20			
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00									10			



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
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00									3			
Paper, Towel, Interfolded , 1 ply, 175 pulls	2	pack	75.00	150.00									2			
Pen, Ball, blue	36	pieces	10.00	360.00									36			
Pen, Highlighter, yellow	2	pieces	45.00	90.00									2			
Pen, Highlighter, orange	2	pieces	46.00	92.00									2			
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00									10			
Pencil, Lead, #2, w/ eraser	24	pieces	10.00	240.00									24			
Plastic bag (sando bag) 100pcs/pack large	1	pack	95.00	95.00									1			
Plastic bag (sando bag) 100 pc./pack medium	1	pack	65.00	65.00									1			
Plastic Twine, 1kl/roll	1	rolls	110.00	110.00									1			
Rag, (for cleaning & wiping)	10	pieces	5.00	50.00									10			
Sharpener, Pencil Heavy Duty good qtlty	1	pieces	350.00	350.00									1			
Staple Wire, #35	3	boxes	30.00	90.00									3			
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00									1			
Thumb Tacks, Small Box	2	boxes	12.00	24.00									2			
Tissue, Bathroom, 2 Ply, 12rolls/pack	60	pack	204.00	12,240.00									60			
Broom, Stick Broom, Tukog	6	pc	35.00	210.00									6			
<b>Sub-Total</b>				<b>30,349.00</b>												
<b>Grand Total</b>				<b>30,349.00</b>												

Prepared by: 

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Noted By: 

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Head, Budget Office

Date: **05/30/2022**

\*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