

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

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PPMP-2024-0229-182246

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: University Registrar

Project Code: GF - University Registrar - 2025

Purpose: For Office Use

Total Budget : 100,000.00

Funding : GF-MOOE

PPMP #: 228-5-1038-2025-1-0-0

| 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>Office Supplies</b>                                        |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Ethyl, 70% solution, 500mL                           | 36       | btls  | 125.00    | 4,500.00         |                                                  | 36  |     |     |     |     |     |     |     |     |     |     |
| Soap, Dishwashing, Liquid, 250mL                              | 6        | btls  | 150.00    | 900.00           |                                                  | 6   |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                                 | 125      | reams | 289.00    | 36,125.00        |                                                  | 125 |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-24, 80 gsm                               | 50       | reams | 328.00    | 16,400.00        |                                                  | 50  |     |     |     |     |     |     |     |     |     |     |
| Fastener, Paper, plastic, 50 sets/box                         | 12       | boxes | 40.00     | 480.00           |                                                  | 12  |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box  | 12       | boxes | 25.00     | 300.00           |                                                  | 12  |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box     | 24       | boxes | 25.00     | 600.00           |                                                  | 24  |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box | 12       | boxes | 30.00     | 360.00           |                                                  | 12  |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box    | 12       | boxes | 75.00     | 900.00           |                                                  | 12  |     |     |     |     |     |     |     |     |     |     |
| Cleaner, Glass, 500mL, spray type, any scent                  | 3        | btls  | 220.00    | 660.00           |                                                  | 3   |     |     |     |     |     |     |     |     |     |     |
| Correction Tape, 8m x 5mm wide                                | 36       | pc    | 40.00     | 1,440.00         |                                                  | 36  |     |     |     |     |     |     |     |     |     |     |
| Staple Wire, #35                                              | 20       | boxes | 35.00     | 700.00           |                                                  | 20  |     |     |     |     |     |     |     |     |     |     |
| Cartolina, US, Gold, at least 180 gsm                         | 100      | pcs   | 15.00     | 1,500.00         |                                                  | 100 |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, A4, US Green, Double Fold                 | 100      | pcs   | 50.00     | 5,000.00         |                                                  | 100 |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, Long, Double Fold                         | 100      | pcs   | 50.00     | 5,000.00         |                                                  | 100 |     |     |     |     |     |     |     |     |     |     |
| Tape, Duct, 2" x 25m, Black/Grey                              | 6        | rolls | 180.00    | 1,080.00         |                                                  | 6   |     |     |     |     |     |     |     |     |     |     |
| Folder, Ordinary, A4                                          | 200      | pcs   | 7.00      | 1,400.00         |                                                  | 200 |     |     |     |     |     |     |     |     |     |     |

| 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 |
| Bathroom Deodorizer, with holder, at least 100g, anyscent     | 6        | pcs         | 80.00     | 480.00           |                                                  | 6   |     |     |     |     |     |     |     |     |     |     |
| Tape, Transparent, 12mm x 50m                                 | 24       | rolls       | 68.00     | 1,632.00         |                                                  | 24  |     |     |     |     |     |     |     |     |     |     |
| Toilet Bowl Cleaner, at least 1 liter                         | 2        | btl         | 250.00    | 500.00           |                                                  | 2   |     |     |     |     |     |     |     |     |     |     |
| Envelope, brown, ordinary, A4 size                            | 200      | pcs         | 10.00     | 2,000.00         |                                                  | 200 |     |     |     |     |     |     |     |     |     |     |
| Envelope, Brown, long, good quality                           | 200      | pcs         | 5.00      | 1,000.00         |                                                  | 200 |     |     |     |     |     |     |     |     |     |     |
| Glue, Multi-Purpose, White, at least 130g (118mL)             | 24       | bfls        | 78.00     | 1,872.00         |                                                  | 24  |     |     |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White                              | 200      | piece       | 10.00     | 2,000.00         |                                                  | 200 |     |     |     |     |     |     |     |     |     |     |
| Disinfectant spray, 400gms, lavender moist                    | 12       | tubes       | 500.00    | 6,000.00         |                                                  | 12  |     |     |     |     |     |     |     |     |     |     |
| Acetate, transparent, guage #8, approx. 50m/roll              | 1        | rolls       | 2,940.00  | 2,940.00         |                                                  | 1   |     |     |     |     |     |     |     |     |     |     |
| Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms | 36       | box of 50's | 30.00     | 1,080.00         |                                                  | 36  |     |     |     |     |     |     |     |     |     |     |
| Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)        | 36       | boxes       | 20.00     | 720.00           |                                                  | 36  |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                              |          |             |           | <b>97,569.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                            |          |             |           | <b>97,569.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:

  
**NORMA O. VILLAS**

Submitted by:



**MIRIAM M. DE LA TORRE**  
Unit Head/Project Leader

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Date: **02/29/2024**

\*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