

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-1027-153970

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: VSU Integrated High School

Project Code: Office Supplies Additional 2023

Purpose: For Office Filing of Documents

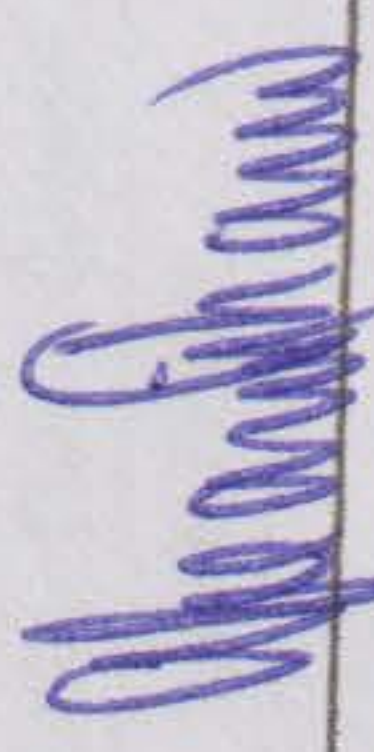
Total Budget : 200,000.00

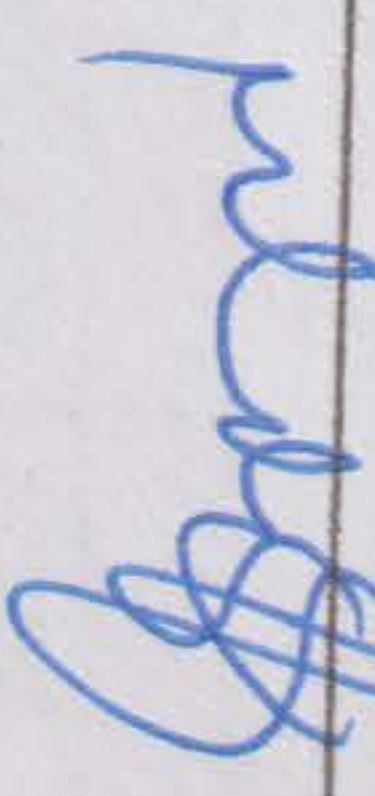
Funding : STF

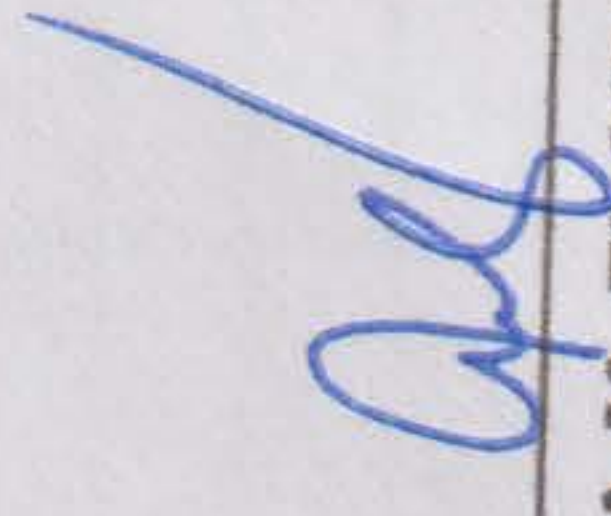
PPMP #: 138-1-1242-2023-9-0-60

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 Furniture & Fixture																
Steel Cabinet, 4 drawers, Dark Green	5	pcs	8,500.00	42,500.00											5	
Sub-Total				42,500.00												
Office Supplies																
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00											10	
Stapler, HD No.35	5	pc	400.00	2,000.00											5	
Paper, Bond, A4, S-20, 70 gsm	100	reams	253.00	25,300.00											100	
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00											50	
STICKY NOTE 3 X 3 ASSORTED COLORS	100	pad	79.00	7,900.00											100	
STICKY NOTES 3 X 4 ASSORTED COLORS	100	pad	79.00	7,900.00											100	
Sign Here Sticky Notes	200	pack	59.00	11,800.00											200	
Alcohol, Ethyl, 70% solution, 500mL	50	btls	125.00	6,250.00											50	
Alcohol, Ethyl, 70% solution, 1 gallon	10	gallons	600.00	6,000.00											10	
Glue, Multi-Purpose, White, at least 130g (118mL)	10	btls	78.00	780.00											10	
Multi-Purpose Glue, 1000g	2	btl	450.00	900.00											2	
Glue Stick, Big, for Glue Gun	20	pieces	10.00	200.00											20	
Glue Gun, Big (approx. 7x18x 28cm)	2	pcs	355.00	710.00											2	
Glue Gun, Small (approx. 4x12x 18cm)	2	pcs	185.00	370.00											2	
Glue Stick, Small, for Glue Gun	20	pcs	7.00	140.00											20	
Dishwashing Sponge	5	pcs	35.00	175.00											5	
Soap, Dishwashing, Liquid, 250mL	20	btls	150.00	3,000.00											20	

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
Dishwashing Paste	10	pc	70.00	700.00											10	
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	tubes	220.00	2,200.00											10	
Wall mounted roll toilet paper dispenser, roll paper towel dispenser waterproof	10	pcs	500.00	5,000.00											10	
Toilet Bowl and Urinal Cleaner, at least 500mL	10	btls	125.00	1,250.00											10	
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5	pcs	200.00	1,000.00											5	
Sub-Total				99,975.00												
Grand Total				142,475.00												

Prepared by: 
GUADA FE D. AMIHAN

Noted by: 
SHALOM GRACE C. SUGANO
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office

Date: **10/27/2023**

<> *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