

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



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

SCAN HERE



PPMP-2024-0228-181670

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2025**

Unit/Office/Dept/Div: **Finance management Office**

Project Code: **FMO-2025**

Purpose: **For Office Use**

Total Budget : **100,000.00**


Funding : **GF-MOOE**


PPMP #: **213-5-155-2025-1-0-0**

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
IT Supplies and Equipment																
Surge suppressor 6 outlets	2	unit	600.00	1,200.00		2										
Ink HP GT51 Black (K), Genuine	6	btls	500.00	3,000.00	6											
Ink HP GT52 Cyan (C), Genuine	3	btls	500.00	1,500.00		3										
Ink HP GT52 Magenta (M), Genuine	3	btls	500.00	1,500.00	3											
Ink HP GT52 Yellow (Y), Genuine	3	btls	500.00	1,500.00	3											
Epson 001 ink, Black, 127ml, Genuine	6	btls	600.00	3,600.00	6											
Epson 001 ink, Cyan, Genuine	6	btls	350.00	2,100.00	6											
Epson 001 ink, Magenta, Genuine	6	btls	350.00	2,100.00		6										
Epson 001 ink, Yellow, Genuine	6	btls	350.00	2,100.00	6											
Sub-Total				18,600.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3	tubes	220.00	660.00	3											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	125.00	250.00	2											
Correction Tape, 8m x 5mm wide	12	pc	40.00	480.00		12										
Envelope, Expanding, with garter tie, brown, short	24	pc	20.00	480.00			24									
Envelope, Mailing, white, long, 500pcs/box	1	boxes	525.00	525.00	1											
Glue Gun, Small (approx. 4x12x 18cm)	1	pcs	185.00	185.00	1											
Glue Stick, Small, for Glue Gun	12	pcs	7.00	84.00	12											
Glue Stick, Big, for Glue Gun	6	pieces	10.00	60.00		6										



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
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00	1											
Ink, for stamp pad, violet, 30mL, w/ applicator	6	btls	35.00	210.00	6											
Multi-Insect Killer Spray, 250mL	3	tubes	300.00	900.00		3										
Sticky Note, 3 x 3, Yellow	6	pads	84.00	504.00		3	3									
Pen, Sign, .5mm, Gel-type, Blue	24	piece	35.00	840.00		24										
Record Book, Big, 300 pages	6	pcs	150.00	900.00			6									
Ring Binder, plastic, 38mm , 1-1/2" black	12	pieces	55.00	660.00		12										
Ring Binder, plastic, 25mm ,1" black	6	pieces	40.00	240.00	6											
Ring Binder, plastic, 6mm, 1/4" black	6	pieces	8.00	48.00	6											
Ring Binder, plastic,12mm, 1/2" black	6	pieces	12.00	72.00	6											
Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	2	rolls	110.00	220.00	2											
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00	2											
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	3	pack	85.00	255.00	3											
Stamping Pad size 2	1	pieces	155.00	155.00	1											
Tape, Duct, 2" x 25m, Black/Grey	2	rolls	180.00	360.00		2										
Tape, Packaging, 2" x 100 yards, Clear	3	rolls	75.00	225.00		3										
Tape, Transparent, 12mm x 50m	3	rolls	68.00	204.00		3										
Tape, Transparent, 24mm x 50m	3	rolls	120.00	360.00		3										
Transparency Film, A4, 100pcs/pack	1	pack	372.00	372.00	1											
Photo Paper Glossy A4	3	sheets	150.00	450.00		3										
Paper, Bond, A4, S-24, 80 gsm	5	reams	289.00	1,445.00	5											
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Overhead Projector Transparency Film (Sensitized Film) A4	1	boxes	2,000.00	2,000.00	1											
Envelope, Document, Brown, 150 lbs, Long	36	pc	7.00	252.00		36										
Gel Ink Sign Pen 0.5, blue	24	pcs	30.00	720.00	24											
Ready made curtain (mint green)	8	pcs	450.00	3,600.00	8											
<b>Sub-Total</b>				<b>21,247.00</b>												
<b>Grand Total</b>				<b>39,847.00</b>												

Prepared by:   
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{{- Date: 02/28/2024

\*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