

- ☒ 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: **University Student Services Office**

Project Code: **Office of the Student Scholarships Grants and Awards 2022 c/o ODS**

Purpose: **Office Supplies**

Total Budget : **43,150.68**


Funding : **GF-MOOE**


PPMP #: **85-5-618-2022-7-0-0**

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																
EPSON L220 Ink Cartridge Black	4	btls	350.00	1,400.00			4									
EPSON L220 Ink Cartridge Cyan	2	btls	350.00	700.00			2									
EPSON L220 Ink Cartridge Yellow	2	btls	350.00	700.00			2									
EPSON L220 Ink Cartridge Magenta	2	btls	350.00	700.00			2									
Flatbed Scanner	1	unit	5,000.00	5,000.00			1									
Sub-Total				8,500.00												
Office Supplies																
Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	1	unit	700.00	700.00			1									
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00			100									
Envelope, Expanding, with garter tie, blue, long	30	pc	15.00	450.00			30									
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00			10									
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	4	pcs	100.00	400.00			4									
Sticky Note, 2 x 3, Yellow	4	pads	79.00	316.00			4									
Sticky Note, 3 x 3, Yellow	4	pads	84.00	336.00			4									
Sticky Note, 3 x 5, Yellow	4	pads	150.00	600.00			4									
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00			10									
Pen, Sign, .5mm, Gel-type, Blue	15	piece	35.00	525.00			15									
Puncher, Heavy Duty	1	pieces	450.00	450.00			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
Record Book, Big, 500 pages	5	pcs	115.00	575.00			5									
Scissors, 8" heavy duty, good quality	3	pieces	75.00	225.00			3									
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00			1									
Staple Wire, #35	10	boxes	30.00	300.00			10									
Staple wire remover, Plier type, Metal	3	piece	100.00	300.00			3									
Sub-Total				11,067.00												
Grand Total				19,567.00												

Prepared by: 
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Noted by: 
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Unit Head/Project Leader

Noted By: 
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Head, Budget Office

Date: **08/31/2021**

<> *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