

- ☒ Original PPMF  
☐ 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/Dep't/Div: **Office of the Director for Innovation**  
 Project Code: ~~2020-050-1-104-1~~ **2020-050-1-105-1** ~~SK~~  
 Purpose: **For project use**

Total Budget: **1,791,500.00**  
 Funding: **TF**  
 PPMF #: **163-4-831-2022-4-0-0**



PPMP-2022-0531-35441

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																
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00									1			
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1	unit	11,000.00	11,000.00									1			
Laptop, i5 11th Gen, 8GB RAM	1	pc	48,000.00	48,000.00									1			
Sub-Total				63,200.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00									10			
Paper, Bond, Short, S-24, 80 gsm	1	reams	277.00	277.00									1			
Paper, Bond, Long, S-24, 80 gsm	1	reams	328.00	328.00									1			
Pen, Ball, blue	50	pieces	10.00	500.00									50			
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00									20			
Scissors, 8" heavy duty, good quality	4	pieces	75.00	300.00									4			
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00									1			
Staple Wire, #35	8	boxes	30.00	240.00									8			
Stapler, HD No.35	3	pc	350.00	1,050.00									3			
Envelope, Expanding, Plastic, Long	20	pc	54.00	1,080.00									20			
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	20	piece	10.00	200.00									20			
Dataflifer	6	pc	250.00	1,500.00									6			
Alcohol, Ethyl, 70% solution, 500ml	6	btl	125.00	750.00									6			
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00									5			
Glue, Multi-Purpose, White, at least 130g (118mL)	10	btl	78.00	780.00									10			



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
Sticky Note, 3 x 5, Yellow	5	pads	150.00	750.00								5				
Notebook, ordinary 80 leaves, 60 gsm	5	pieces	25.00	125.00								5				
Tape, Masking, 1/2" x 25 yards	1	rolls	25.00	25.00								1				
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00								1				
Pen, Highlighter, yellow	1	pieces	45.00	45.00								1				
Soft Broom (Tambo) 200g minimum, heavy duty	1	pcs	220.00	220.00								1				
Soap, hand, liquid, 250 ml	1	btl	135.00	135.00								1				
Soap, Dishwashing Liquid Refill, 375ml	1	packs	200.00	200.00								1				
Folder, Brown, Long Size 8.5x13"	40	pcs	7.00	280.00								40				
Pen, Highlighter, orange	5	pieces	46.00	230.00								5				
<b>Sub-Total</b>				<b>13,114.00</b>												
<b>Grand Total</b>				<b>76,314.00</b>												

Prepared by:

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Noted by:

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MARIA LOUELLA C. TAMBIS  
Unit Head/Project Leader

Noted By:

*Nick Freddy R. Bello*  
NICK FREDDY R. BELLO  
Head, Accounting Office

Date: 05/31/2022

\*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PPMF 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