

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



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

SCAN HERE



PPMP-2024-0709-209516

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Planning Office**

Project Code: **Petty Cash for the Office**

Purpose: **For Office operations (Strategic Planning)**

Total Budget : **5,000.00**

Funding : **STF**

PPMP #: **PPMP-2024-070924-0252**

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 Supplies																
Pen, Whiteboard Marker, blue,	10	pieces	50.00	500.00							10					
Pen, Whiteboard Marker, red	5	pieces	50.00	250.00							5					
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00							5					
Pen, Permanent Marker, black, fine tip	20	pieces	60.00	1,200.00							20					
Paper, Manila	20	pcs	6.00	120.00							20					
Pen, Ball, blue	100	pieces	10.00	1,000.00							100					
Eraser, whiteboard, magnetic flannel	10	pc	75.00	750.00							10					
Ink, Refill, for Permanent Marker, Black, 30mL	2	btls	115.00	230.00							2					
Ink, Refill, for Permanent Marker, Blue, 30mL	2	btls	115.00	230.00							2					
Ink, Refill, for Whiteboard Marker, Black, 30mL	1	btls	165.00	165.00							1					
Ink, Refill, for Whiteboard Marker, Blue, 30mL	1	btls	165.00	165.00							1					
Alcohol, Ethyl, 70% solution, 500mL	1	btls	125.00	125.00							1					
Sub-Total				4,985.00												
Grand Total				4,985.00												

Prepared by: _____

TONI MARC L. DARGANTES

Submitted by: _____

MARCELO T. ABRERA JR.
 Unit Head/Project Leader

Date: **07/09/2024**

*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.