

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



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

SCAN HERE



PPMP-2024-0320-187030

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2024

Unit/Office/Dept/Div: **University Disaster Risk Reduction and Management, Safety and Security Office**  
 Project Code: **UDRRMSSO\_2025**  
 Purpose: **Office Supplies**

Total Budget : **100,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **PPMP-032024-0005**

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
<b>Awards &amp; Tokens</b>																
Diploma folder, yellow, with VSU logo, for certificates of recognition	20	pcs	100.00	2,000.00	20											
<b>Sub-Total</b>				<b>2,000.00</b>												
<b>Construction and Electrical Supplies</b>																
Caution Tape Barricade Roll	5	roll	485.00	2,425.00	5											
Bulb, LED, 15W	20	pieces	300.00	6,000.00	20											
<b>Sub-Total</b>				<b>8,425.00</b>												
<b>IT Supplies and Equipment</b>																
Megaphone, Heavy Duty	2	unit	5,500.00	11,000.00	2											
UPS	2	unit	7,000.00	14,000.00	2											
All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	1	unit	21,000.00	21,000.00	1											
<b>Sub-Total</b>				<b>46,000.00</b>												
<b>Office Supplies</b>																
Alcohol, Ethyl, 70% solution, 500mL	10	btl's	125.00	1,250.00	5			5								
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	10	pcs	200.00	2,000.00	5			5								
Fastener, Paper, plastic, 50 sets/box	10	boxes	40.00	400.00	5			5								
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	10											
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00	10			10								
Folder, Expanded, Long (Red)	50	piece	30.00	1,500.00	30			20								
Stapler, HD No.35	2	pc	400.00	800.00	2											

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
Envelope, Expanding, with garter tie, red, short	50	pc	18.00	900.00				50								
Battery, Alkaline, 9 volts	10	pcs	210.00	2,100.00	10											
Cutter, Big, Plastic (Ordinary), w/ lock	1	pcs	30.00	30.00	1											
Tape, Masking, 1" x 25 yards	20	rolls	48.00	960.00	20											
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00	5											
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00	5											
Pencil, #2, Medium, Yellow, 12pcs/box	3	Box of 12's	120.00	360.00	3											
Pen, Ball, blue	50	pieces	10.00	500.00	50											
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	20	pieces	90.00	1,800.00	20											
<b>Sub-Total</b>				<b>21,050.00</b>												
<b>Trainings</b>																
Paper, Special (for Certificates)	20	pack	350.00	7,000.00	20											
<b>Sub-Total</b>				<b>7,000.00</b>												
<b>Grand Total</b>				<b>84,475.00</b>												

Prepared by: \_\_\_\_\_

**JEMUEL A. OCAÑA**

Submitted by: \_\_\_\_\_

**JULIUS V. ABELA**

Unit Head/Project Leader

{{- Date: **03/20/2024**

\*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