

- ☒ 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: **Office of the Director for Administrative Services**  
 Project Code: **UNIVERSITY WIDE CHRISTMAS PARTY 2022**  
 Purpose: **Christmas Party**

Total Budget : **17,000.00**  
 Funding : **TF 2040010 - 103**  
 PPMP #: **171-4-1710-2022-11-0-0**



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
<b>Food &amp; Food Ingredients</b>																
High Quality Rice	200	kilos	50.00	10,000.00												200
Spaghetti Set	20	packs	250.00	5,000.00												20
<b>Sub-Total</b>				<b>15,000.00</b>												
<b>Office Equipment</b>																
Desk Electric fan	1	pc	2,000.00	2,000.00												1
<b>Sub-Total</b>				<b>2,000.00</b>												
<b>Grand Total</b>				<b>17,000.00</b>												

Prepared by: *[Signature]*  
**AIZA B. BESAVILLA**

Noted by: *[Signature]*  
**RYSAN C. GUINOCOR**  
 Unit Head/Project Leader

Noted By: *[Signature]*  
**NICK FREDDY R. BELLO**  
 Head, Accounting Office

Date: **12/12/2022**

<> \*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