

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



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

SCAN HERE



PPMP-2023-0803-135334

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2024**

Unit/Office/Dept/Div: **Department of Business and Management**  
 Project Code: **DBM-2024**  
 Purpose: **Office Use**

Total Budget : **19,313.30**

Funding : **GF-MOOE**

PPMP #: **4-5-1502-2024-7-0-0**

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
<b>Office Supplies</b>																
Data Filer, Big size, Legal	7	pieces	500.00	3,500.00	1		1		1	1			1	1		1
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	1	pcs	445.00	445.00		1										
Gel Ink Sign Pen 0.5, blue	24	pcs	25.00	600.00	2	2	2	2	2	2	2	2	2	2	2	2
Gel Ink Sign Pen 0.5, black	12	pcs	25.00	300.00	1	1	1	1	1	1	1	1	1	1	1	1
Gel Ink Sign Pen 0.5, red	36	pcs	25.00	900.00	3	3	3	3	3	3	3	3	3	3	3	3
Pencil, Lead, #2, w/ eraser	30	pieces	10.00	300.00	2	2	5	5	2	1	2	5	3	1	1	1
Envelope, Brown, long, good quality	40	pcs	5.00	200.00	10	10	10	10								
Folder, File, Long, 14pts, White	40	piece	10.00	400.00	10			10			10			10		
Pen, Highlighter, violet	3	pieces	47.00	141.00	1		1		1							
Pen, Highlighter, yellow	2	pieces	45.00	90.00	1		1									
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00	1			1								
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00	1		1	1			1			1		
Sticky Note, 3 x 4, Yellow	5	pads	140.00	700.00	1	1	3									
Pin, Push, hammerhead type, asstd colors 50s/pack	3	boxes	35.00	105.00	1		1		1							
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	2	boxes	20.00	40.00	1		1									
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	2	boxes	20.00	40.00	1	1										
Ruler, Plastic, 24"	2	pieces	35.00	70.00	1			1								
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	1			1								
Pail, Plastic, 10 li cap.	2	pieces	200.00	400.00		1					1					



General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Water Dipper (Tabo)	2	pc	45.00	90.00	1		1									
Staple Wire, #10	5	boxes	15.00	75.00	1		1	1		1		1				
Staple Wire, #35	5	boxes	35.00	175.00	2	3										
Tape, Double Sided, 2" x 10m	5	rolls	120.00	600.00	3	2										
Tape, Masking, 2" x 25 yards	3	rolls	95.00	285.00	1	1	1									
Bathroom Deodorizer, with holder, at least 100g, any scent	3	pcs	80.00	240.00	1	1	1									
Toilet Bowl Cleaner, at least 1 gallon	1	gal	395.00	395.00	1											
Staple wire remover, Plier type, Metal	2	piece	100.00	200.00	1		1									
Paper, Bond, A4, S-24, 80 gsm	12	reams	289.00	3,468.00	2	2	2	4	1	1						
Record Book, Big, 500 pages	3	pcs	115.00	345.00	1		1		1							
Paper, Bond, A4, S-20, 70 gsm	18	reams	253.00	4,554.00	1	2	1	2	1	3	1	2	2	2	1	
<b>Sub-Total</b>				<b>19,279.00</b>												
<b>Grand Total</b>				<b>19,279.00</b>												

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

**SHEILLO E. CATORCE**

Noted by: \_\_\_\_\_

**BERT C. PEÑALOSA**  
Unit Head/Project Leader

Noted By: \_\_\_\_\_

**ALICIA M. FLORES**  
Head, Budget Office

Date: **08/03/2023**

<> \*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