



5-1112-2021-10-0-6



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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2021**

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

Unit/Office/Dept/Div: **Department of Development Communication**  
Project Code: **ECH.14-1420.19 DDC-2021**  
Purpose: **for office supplies and materials**

Total Budget : **31,220.00**  
Funding : **GF- MOOE**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>IT Supplies and Equipment</b>																
Ink Cartridge Canon Pixma 811 Color	28	pcs	1,100.00	30,800.00	5	5	5	5	8							
CD Label/Sticker, plain white (40pcs/pack)	1	pack	50.00	50.00	1											
<b>Sub-Total</b>				<b>30,850.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-24, 80 gsm	1	reams	289.00	289.00	1											
Sticky Note, 2 x 3, Yellow	1	pads	79.00	79.00	1											
<b>Sub-Total</b>				<b>368.00</b>												
<b>Grand Total</b>				<b>31,218.00</b>												

Prepared by: JESSE C. TULIN

Noted by: EDITHA G. CAGASAN  
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO  
Head, Budget Office

Date: 11/04/2020

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