



7-5-112-2021-8-0-0



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dep't/Div: **Department of Development Communication**
Project Code: **DDC-2021**
Purpose: **For Office Supplies**

Total Budget : **35,000.00**
Funding : **GF- MOOE**

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

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
IT Supplies and Equipment																
Kyocera Taskalfa 2200 TK-4109 Toner	2	pcs	1,500.00	3,000.00	1				1							
Ink, Epson, genuine, (BK) T664, 70 ml	6	pieces	350.00	2,100.00	1	1	1	1	1	1	1					
Ink cartridge Cannon Pixma 810 black	10	pc	800.00	8,000.00	2	2	2	2	2	2						
Ink Cartridge Canon Pixma 811 Color	10	pcs	1,100.00	11,000.00						2	2	2	2	2		
Printer Ink HP LaserJet Pro M225dw 83A	2	pcs	4,300.00	8,600.00	1		1									
Sub-Total				32,700.00												
Office Supplies																
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00	1	1	1	1	1	1						
Pen, Permanent Marker, blue, fine tip	5	pieces	60.00	300.00	1	1	1	1	1	1						
Alcohol, Isopropyl, 70% solution, 500mL	10	btl's	140.00	1,400.00	10											
Folder, File, Long, 14pts, White	30	piece	10.00	300.00	5	5	5	5	5	5	5					
Sub-Total				2,300.00												
Grand Total				35,000.00												

Prepared by: JESSE C. TULINNoted by: CHRISTINA A. GABRILLO
Unit Head/Project LeaderFunds Available: MYRNA S. PANCITO
Head, Budget OfficeDate: 09/24/2020

*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,