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

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

SCAN HERE
PPMP-2022-0328-23937

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: VSU Integrated High School
Project Code: JHS Office Supplies1
Purpose: For office use

Total Budget : 100,000.00
Funding : GF-MOOE
PPMP #: 138-5-1242-2022-5-0-1

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
Office Supplies																
Paper, Parchment, A4, cream, 100 sheets/pack	20	pack	500.00	10,000.00					20							
Notarial seal with adhesive #24-21/8" (40pcs/pack)	50	packs	30.00	1,500.00					50							
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	25	pack	250.00	6,250.00					25							
Correction Tape, 10 meters	10	pcs	32.00	320.00					10							
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00					10							
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box of 50's	30.00	300.00					10							
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00					10							
Pen, Permanent Marker, black, broad tip	12	pieces	60.00	720.00					12							
Soap, Dishwashing, Liquid, 250mL	12	btls	150.00	1,800.00					12							
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00					2							
Soft Broom (Tambo) 200g minimum, heavy duty	2	pcs	220.00	440.00					2							
Mop Rug, Heavy Duty, 100% cotton	2	pieces	90.00	180.00					2							
Disinfectant Spray, 170g	2	can	280.00	560.00					2							
Envelope, Expanding, with garter tie, brown, short	150	pc	11.00	1,650.00					150							
Sticker Paper, high gloss A4 size, 50 sheets/pack	6	pack	155.00	930.00					6							
Ink, Refill, for Permanent Marker, Black, 30mL	12	btls	115.00	1,380.00					12							
Tissue, Bathroom, 2 Ply, 12rolls/pack	100	pack	204.00	20,400.00					100							
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00					10							
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00					10							
Tusell, cloth, Yellow/Gold, 2"	5	rolls	300.00	1,500.00					5							

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
Ribbon, Satin Cloth, Yellow/Gold, 2"	6	rolls	300.00	1,800.00					6							
Folder, Brown, Long Size 8.5x13"	200	pcs	7.00	1,400.00					200							
Specialty Board, 250gsm, Light Green, Vellum	100	packs	75.00	7,500.00					100							
Folder, Pressboard, Long, Brown with Plastic cover	100	pcs	20.00	2,000.00					100							
Parchment Paper, Long	20	reams	250.00	5,000.00					20							
Sticky Note, 3x5 Colored	100	pads	50.00	5,000.00					100							
Envelope Brown, 6x9 for Card	300	pcs	5.00	1,500.00					300							
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	100	pieces	90.00	9,000.00					100							
Sign pen, Fine Tech, 0.3mm. blue	100	pieces	30.00	3,000.00					100							
Gel Ink Sign Pen 0.5, blue	200	pcs	25.00	5,000.00					200							
Gel Ink Sign Pen 0.5, red	50	pcs	25.00	1,250.00					50							
Sub-Total				**96,500.00**												
Grand Total				**96,500.00**												

Prepared by: ______________
GUADA FE D. AMIHAN

Noted by: ______________
SHALOM GRACE C. SUGANO
Unit Head/Project Leader

Noted By: ______________
ALICIA M. FLORES
Head, Budget Office

Date: **06/24/2022**

*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