

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



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

SCAN HERE



PPMP-2024-0213-178029

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Human Resource Management Office**

Project Code: **HRM-ST-2025**

Purpose: **FOR OFFICE USE**

Total Budget : **200,000.00**

Funding : **GF-MOOE**

PPMP #: **219-5-2440-2025-1-0-0**

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
IT Supplies and Equipment																
Document Scanner w/ ADF	1	unit	40,000.00	40,000.00				1								
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	3	unit	14,000.00	42,000.00				3								
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00				10								
Ink, EPSON 003,Genuine Cyan 65mL	10	btl	350.00	3,500.00				5	5							
Ink, EPSON 003,Genuine Magenta 65mL	10	btl	350.00	3,500.00				10								
Ink, EPSON 003,Genuine Yellow 65mL	10	btl	350.00	3,500.00				10								
Headset, USB Wired, Noise Cancelling, Rotatable Mic. Boom	1	unit	1,500.00	1,500.00				1								
Desktop Computer (i3, 11th Gen)	2	set	40,000.00	80,000.00				2								
Sub-Total				177,500.00												
Office Supplies																
Acetate, transparent, guage #8, approx. 50m/roll	1	rolls	2,940.00	2,940.00				1								
Alchol, Isopropyl, 70% solution, 500mL, pump type	5	btls	250.00	1,250.00				5								
Calculator, mini-printer type, 12digits AC/DC power w/ ink roller & adaptor	1	unit	2,500.00	2,500.00				1								
Data Filer, Big size, Legal	5	pieces	500.00	2,500.00				5								
Folder, Pressboard, US, Green, Long	5	pcs	35.00	175.00				5								
Folder, Pressboard, US, Blue, Long	5	pieces	30.00	150.00				5								
Photo Paper Glossy A4	5	sheets	150.00	750.00				5								
Storage box	5	pieces	900.00	4,500.00				5								

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
Rags, large, good quality, size 24"x15", water absorbent	5	pcs	40.00	200.00				5								
Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	5	boxes	250.00	1,250.00				5								
Headset with Noise Cancelling Mic, High-End	1	pc	5,000.00	5,000.00				1								
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	5	pcs	140.00	700.00				5								
Soap, Dishwashing Liquid Refill, 375ml	2	packs	200.00	400.00				2								
Record Book, Big, 500 pages	1	pcs	175.00	175.00				1								
Sub-Total				22,490.00												
Grand Total				199,990.00												

Prepared by: 
RHEA P. BALLEBAS

Submitted by: 
HONEY SOFIA V. COLIS
Unit Head/Project Leader

{{-- Date: **02/13/2024**

*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