

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



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

SCAN HERE



PPMP-2022-0828-58229

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2023**

Unit/Office/Dept/Div: **Procurement Office**

Project Code: **OHP 2023**

Purpose: **For office use**

Total Budget : **150,000.00**

Funding : **GF-MOOE**

PPMP #: **135-5-711-2023-7-0-0**

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>IT Supplies and Equipment</b>																
Ink, Epson 003,Genuine Black 65mL	15	btl	350.00	5,250.00			15									
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00			5									
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00			5									
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00			5									
Ink, Epson, genuine, (BK) T664, 70 ml	16	pieces	350.00	5,600.00			16									
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00			10									
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Drum Cartridge Fuji Xerox DocuCentre S2110 (CT351075)	1	pc	17,000.00	17,000.00			1									
Toner for Develop iNeo 164 Copier	2	piece	3,500.00	7,000.00			2									
Toner Cartridge Fuji Xerox DocuCentre S2011	2	pcs	4,300.00	8,600.00			2									
<b>Sub-Total</b>				<b>55,700.00</b>												
<b>Office Supplies</b>																
Alcohol, Ethyl, 70% solution, 1 gallon	3	gallons	600.00	1,800.00			3									
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00			5									
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00			5									
Envelope, Document, Brown, 150 lbs, Long	500	pc	7.00	3,500.00			500									
Fastener, Paper, plastic, 50 sets/box	15	boxes	38.00	570.00			15									
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00			100									



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
Pen, Permanent Marker, black, broad tip	10	pieces	60.00	600.00			10									
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00			5									
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	100	pcs	140.00	14,000.00			100									
Paper, Bond, A4, S-24, 80 gsm	60	reams	289.00	17,340.00			60									
Paper, Bond, A4, S-20, 70 gsm	120	reams	253.00	30,360.00			120									
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00			10									
Paper, Fluorescent orange 18 x 24	10	pieces	30.00	300.00			10									
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00			20									
Plastic Twine, 1kl/roll	1	rolls	110.00	110.00			1									
Tape, Packaging, 2" x 100 yards, Clear	2	rolls	75.00	150.00			2									
Soap, Toilet, regular size	5	pieces	35.00	175.00			5									
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00			10									
Staple Wire, #10	10	boxes	15.00	150.00			10									
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00			5									
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	3	pcs	1,500.00	4,500.00			3									
Stapler, HD-# 10	3	pieces	120.00	360.00			3									
Note Pad, 3" x 3", post-it, assorted colors	10	pads	35.00	350.00			10									
Sticky Note, 2 x 3, Yellow	10	pads	79.00	790.00			10									
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	20	pack	40.00	800.00			20									
Envelope, Expanding, with garter tie, blue, long	100	pc	15.00	1,500.00			100									
Contingency Fund (Petty Expenses)	1	lot	10,000.00	10,000.00			1	(as need arises)								
Envelope, Mailing, white, long, 500pcs/box	1	box of 50's	395.00	395.00			1									
<b>Sub-Total</b>				<b>94,150.00</b>												
<b>Grand Total</b>				<b>149,850.00</b>												

Prepared by:

JESSAMINE C. ECLEO

Noted by:

JESSAMINE C. ECLEO  
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES  
Head, Budget Office *proc - cmtss*

Date: 08/28/2022

<> \*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



**ADVICE OF SUB-ALLOTMENT  
CY 2022**

Major Final Output : **GASS**

**February 24, 2022**

Dept./Office/Center: **OFFICE OF THE HEAD FOR PROCUREMENT**

The following allotments are made available in support to programs and projects for the Calendar Year 2022. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

**Breakdown:**

Supplies	106,797.85
Travel	8,050.09
Semi-Expendable Supplies	13,416.82
Other Professional Expense	
Repair and Maintenance	
Fuel	21,735.24
Representation Expense	
Other MOOE	
Other General Services	


**TOTAL 150,000.00**

**Note:**

It is advised that you follow the above figure under its corresponding account titles.

Prepared By:

Noted By:

  
**ALICIA M. FLORES** 2/24  
OIC Head of the Budget Office

  
**LOUELLA C. AMPAC**  
Financial Management Director