

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



101-1-222-2022-7-0-4

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Registrar's Office

Project Code: STF-GRADUATION & DIPLOMA FEE

Purpose: For office use

Total Budget : 650,000.00

Funding : STF

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																
CD-R, 700MB, with case	50	pieces	30.00	1,500.00		50										
Toner cartridge for HP Laserjet 107a , (W1107A)	10	pcs	5,000.00	50,000.00		10										
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	6	unit	11,000.00	66,000.00		6										
Sub-Total				117,500.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00		50										
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00		50										
Notarial seal with adhesive #24-21/8" (40pcs/pack)	100	packs	30.00	3,000.00		100										
Epson 003 Ink Bottle for Epson L3150, YELLOW	12	btl's	400.00	4,800.00		12										
Epson 003 Ink Bottle for Epson L3150, MAGENTA	12	btl's	400.00	4,800.00		12										
Epson 003 Ink Bottle for Epson L3150, CYAN	12	btl's	400.00	4,800.00		12										
Epson 003 Ink Bottle for Epson L3150, Black	18	btl's	400.00	7,200.00		18										
Sub-Total				51,700.00												
Printing Services																
Printing of Diploma form	4000	pcs	20.00	80,000.00	4000											
Printing of diploma cover for VSU external graduates without address	1500	pcs	110.00	165,000.00	1500											
Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, wit	120	pcs	170.00	20,400.00		120										

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
Medals, big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with r	30	pcs	245.00	7,350.00		30										
Printing of diploma cover for VSU main graduates with address	1500	pcs	100.00	150,000.00	1500											
Tarpaulin printing	100	sq. ft	20.00	2,000.00		100										
Sub-Total				424,750.00												
Grand Total				593,950.00												

Prepared by: ARNULFO T. GALENZOGA

Noted by: MARWEN A. CASTAÑEDA
Unit Head/Project Leader

Funds Available:

ALICIA M. PLORES
Head, Budget Office

Date: 09/24/2021

*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