

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



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

SCAN HERE



PPMP-2024-0228-181665

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Performance Management and Rewards & Recognition Office**

Project Code: **PMRRO-ST-2025**

Purpose: **for office supplies**

Total Budget : **60,000.00**

Funding : **GF-MOOE**

PPMP #: **221-5-2893-2025-1-0-0**

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																
Barcode Scanner	1	pc	5,150.00	5,150.00	1											
UPS, 1000 VA	1	unit	3,000.00	3,000.00	1											
CPU (Central Processing Unit)	1	pc	15,000.00	15,000.00	1											
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00	1											
Sub-Total				27,350.00												
Office Furniture & Fixture																
Office Steel Rack Shelves, 5 Layers	1	unit	10,000.00	10,000.00	1											
Sub-Total				10,000.00												
Office Supplies																
Approved Stamp with Date Line and Signature Line (BLUE)	1	pcs	320.00	320.00	1											
Alcohol, Isopropyl, 70% solution, 500mL	2	btls	140.00	280.00	2											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	5			5			5			5		
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Folder, File, Long, 14pts, White	20	piece	10.00	200.00	10						10					
Tape, Double Sided, 1" x 10m	5	rolls	45.00	225.00	5											
Tape, Double Sided, 2" x 10m	5	rolls	120.00	600.00	5											
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00	5						5					
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00	3											
Paper, Photo, matte finish, 146GSM, 10 shts/pack	3	pack	75.00	225.00	3											
Binder Clip, 1.5", black	50	pcs	7.50	375.00	25						25					

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
Binder Clip, 2-inch, 12 pcs/box	10	boxes	100.00	1,000.00	5			5								
Ballpen 50 Pieces, Blue	1	box of 50's	500.00	500.00	1											
Record Book, Big, 300 pages	3	pcs	150.00	450.00	1			1			1					
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	10	pack	65.00	650.00	5						5					
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	10	pack	50.00	500.00	5						5					
Sub-Total				20,135.00												
Grand Total				57,485.00												

Prepared by:


JESSICA L. CONSTANTINO

Submitted by:


HONEY SOFIA V. COLIS
Unit Head/Project Leader

{{-- Date: **02/28/2024**

*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