

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



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



4-5-1502-2022-1-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Department of Business and Management**

Project Code: **DBM-2022**

Purpose: **Office Supplies**

Total Budget : **35,000.00**

Funding : **GF- MOOE**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Supplies																
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00			10									
Book Cloth, Black	10	yard	130.00	1,300.00			10									
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	18	box	30.00	540.00			18									
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	20	boxes	14.00	280.00			20									
Envelope, Expanding, with garter tie, green, long	35	pc	15.00	525.00			35									
Folder, Pressboard, US, Green, Long	35	pcs	30.00	1,050.00			35									
Glue, White, All-purpose, 1 gallon	1	gallons	510.00	510.00				1								
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00			50									
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00			50									
Pen, Ball, blue	20	pieces	10.00	200.00			20									
Laminating Film, A4, 100 shts/box, 250 microns	2	box	1,430.00	2,860.00			2									
Pen, Ball, red	25	pieces	10.00	250.00			25									
Sub-Total				34,995.00												
Grand Total				34,995.00												

Prepared by:
SHEILLO G. CATORCE

Noted by:
NILDA T. AMESTOSO
 Unit Head/Project Leader

Funds Available:
MYRNA S. PANCITO
 Head, Budget Office

Date: **02/16/2021**

*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation

ote: 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