

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

— SCAN HERE —



PPMP-2024-0510-196168

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: Administrative Services Office

Project Code: ASO-2025

Purpose: FOR OFFICE USE.

Total Budget : 150,000.00

Funding : GF-MOOE

PPMP #: 214-5-2855-2025-2-0-0

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																
Ink, Epson 003, Genuine Black 65mL	1	btl	350.00	350.00	1											
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											
UPS, 1000 VA	1	unit	3,000.00	3,000.00	1											
VoIP, Telephone	1	unit	15,000.00	15,000.00	1											
Canon imageCLASS MF445dw Monochrome Laser Printer, All In One MFC	1	pc	50,000.00	50,000.00	1											
Sub-Total				73,600.00												
Office Equipment																
heavy duty foldable table	1	pcs	3,000.00	3,000.00	1											
Sub-Total				3,000.00												
Office Furniture & Fixture																
Monobloc chairs	10	piece	400.00	4,000.00		10										
Sub-Total				4,000.00												
Office Supplies																
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00	3											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	125.00	375.00	3											
Alcohol, Ethyl, 70% solution, 1 gallon	6	gallons	600.00	3,600.00	3			3								

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
Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	1	pcs	1,640.00	1,640.00	1											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	200.00	4,000.00		20										
Pen, Sign, .5mm, Gel-type, Blue	100	piece	35.00	3,500.00	50		50									
Pen, Whiteboard Marker, black	15	pieces	50.00	750.00	15											
Pen, Whiteboard Marker, red	10	pieces	50.00	500.00	10											
Pencil, Lead, #2, w/ eraser	30	pieces	10.00	300.00	15		15									
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	4	pcs	78.00	312.00		4										
Dishwashing Liquid Soap, Refill 350ml	10	pack	150.00	1,500.00		10										
Tape, Masking, 1" x 25 yards	1	rolls	48.00	48.00	1											
Tape, Masking, 2" x 25 yards	1	rolls	95.00	95.00	1											
Tape, Transparent, 24mm x 50m	5	rolls	120.00	600.00	5											
DATA FILE BOX/BOX FILE/MAGAZINE BOX MADE OF CHIPBOARD SIZE: 15.5" X 9.5" X 4.5" RED/MAROON	20	piece	150.00	3,000.00	20											
Tape, Double Sided, 2" x 10m	3	rolls	120.00	360.00		3										
Disinfectant Cleaner, multi-surface, scented	3	gal	420.00	1,260.00		3										
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00	50						50					
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00	100						100					
Paper, Bond, Long, S-20, 70 gsm	15	reams	286.00	4,290.00	15											
Paper, Photo, high gloss, A3, 230G, 20 shts/pack	3	pack	455.00	1,365.00	3											
Glue Stick, All-purpose, at least 21g	5	pcs	55.00	275.00	5											
Sub-Total				59,015.00												
Grand Total				139,615.00												

Prepared by:  **ELIZABETH A. ITALIO II**

Submitted by:  **RYSAN C. GUINOCOR**
Unit Head/Project Leader

Date: **05/13/2024**

*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