

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



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BY: *[Signature]*

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Office of the Director of NSTP/CWTS

Project Code: Office of the Director of NSTP

Purpose: Office Supplies

Total Budget : 43,150.68

Funding : GF-MOOE

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, Brother BT60BK, Black	4	bits	400.00	1,600.00	4											
Ink, Brother BT5000C Cyan	2	bits	350.00	700.00	2											
Ink, Brother BT5000M Magenta	2	bits	350.00	700.00	2											
Ink, Brother BT5000Y Yellow	2	bits	350.00	700.00	2											
Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	5	pieces	1,080.24	5,401.20	5											
External Solid State Drive, (Portable, 500GB), USB 3.1	1	pc	6,000.00	6,000.00	1											
Sub-Total				15,101.20												
Office Furniture & Fixture																
Office chair, with arm rest	1	pc	5,000.00	5,000.00	1											
Sub-Total				5,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	30											
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00	20											
Paper, Bond, Short, S-20, 70 gsm	10	reams	245.00	2,450.00	10											
Folder, Pressboard, US, Green, Long	60	pcs	30.00	1,800.00	60											
Folder, Ordinary, A4	53	pcs	7.00	371.00	53											
Tape, Masking, 2" x 25 yards	3	rolls	95.00	285.00	3											
Tape, Transparent, 24mm x 50m	3	rolls	120.00	360.00	3											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	54	packs	38.00	2,052.00	54											
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Single)	5	pcs	100.00	500.00	5											

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
Sub-Total				23,048.00												
Grand Total				43,149.20												

Prepared by:  **MANOLO B. LORETO**

Noted by:  **MANOLO B. LORETO**
Unit Head/Project Leader

Funds Available:  **MYRNA S. PANCITO**
Head, Budget Office

Date: 08/24/2021

*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