

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
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	2											
Pen, Ball, blue	50	pieces	10.00	500.00	50											
Numbering machine, 12 digits w/ letter	1	piece	600.00	600.00	1											
Date stamp, 10 years advance or more	1	pcs	100.00	100.00	1											
Envelope, brown, ordinary, A4 size	25	pcs	10.00	250.00				25								
Folder, Ordinary, A4	25	pcs	7.00	175.00				25								
Folder, Pressboard, A4, US Green, Double Fold	30	pcs	40.00	1,200.00	15			15								
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	10			10								
Paper, Bond, A4, S-24, 80 gsm	25	reams	289.00	7,225.00	10			15								
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	4	tubes	220.00	880.00	4											
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00	1											
Sub-Total				18,020.00												
Grand Total				26,050.96												

Prepared by:

MERIAM M. LUNA

Noted by:

NANCY V. DUMAGUING
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **10/15/2020**

*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



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

☒ Original PPMP
☐ Revised (Change)
☐ Supplemental

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: University Student Services Office

Project Code: **ADMISSION Supplies**

Purpose: Admission Office Supplies

Total Budget: 26,171.88

Funding : GF- MOOE

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