

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0307-102471

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: Learning & Development and Human Resource Accreditation Office

Project Code: LDHRAO-7-2023

Purpose: TAPHEP-SWAP ECHO SEMINAR

Total Budget : 71,328.00

Funding : GF-MOOE

PPMP #: 175-5-2395-2023-2-0-7

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
Awards & Tokens																
Wooden Frame for Certificate (A4 Size)	5	piece	200.00	1,000.00			5									
Lei Necklace for Guests	5	piece	500.00	2,500.00			5									
Token (Assorted Food Products)	3	set	1,500.00	4,500.00			3									
Sub-Total				8,000.00												
Food & Food Ingredients																
Snacks AM	142	set	80.00	11,360.00			142									
Snacks PM	136	packs	80.00	10,880.00			136									
Packed Meals for Lunch	136	packs	200.00	27,200.00			136									
Meals (Breakfast) Buffet Style	12	packs	200.00	2,400.00			12									
Packed Meals for Dinner	23	packs	200.00	4,600.00			23									
Sub-Total				56,440.00												
IT Supplies and Equipment																
Ink, EPSON 003, Genuine Yellow 65mL	1	btl	350.00	350.00			1									
Ink, EPSON 003, Genuine Magenta 65mL	1	btl	350.00	350.00			1									
Ink, EPSON 003, Genuine Cyan 65mL	1	btl	350.00	350.00			1									
Ink, Epson 003, Genuine Black 65mL	1	btl	350.00	350.00			1									
Sub-Total				1,400.00												
Office Supplies																
Paper, Specialty 200gsm 8-1/2x11, 10s, White	15	packs	38.00	570.00			15									
Notebook, ordinary 60 leaves, 60 gsm	106	pieces	13.00	1,378.00			106									
Pen, Ball, blue	106	pieces	10.00	1,060.00			106									

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
Printing Services				3,008.00												
Tarpaulin printing (2ft. x 4ft.)	2	piece	240.00	480.00			2									
Sub-Total				480.00												
Trainings																
Token	2	bag	1,000.00	2,000.00			2									
Sub-Total				2,000.00												
Grand Total				71,328.00												

Prepared by:  **ARIANNE J. CAINTIC**

Noted by:  **HONEY SOFIA V. COLIS** o/c
Unit Head/Project Leader 3/1/23

Noted By:  **ALICIA M. FLORES** o/c
Head, Budget Office 3/1/23

Date: 03/07/2023

<> *Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP 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