



CY 2021

Purpose: For Office operation

Funding : GF- MOOE

☒ Original PMP

☐ Revised (Changed items, same budget)

☐ Supplemental

[illegible]

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
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	4	box	30.00	120.00	2						2					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00	5											
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00	5						5					
Paper, Photo, high gloss, A4, 230G, 20 shs/pack	20	pack	250.00	5,000.00				20								
Paper Cutter Knife, 6" steel blade, plastic handle, good quality	2	pcs	150.00	300.00	2											
Sticker Paper, high gloss A4 size, 50 sheets/pack	20	pack	155.00	3,100.00	5			5			5			5		
Paper, Specially 200gsm 8-1/2x11, 10s, White	50	packs	38.00	1,900.00	10			20			10			10		
Paper, Towel, Interfolded, 1 ply, 175 pulis	20	pack	75.00	1,500.00	10						10					
Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	10	rolls	88.00	880.00	5			5								
Sub-Total				84,400.00												
Grand Total				119,900.00												

Prepared by: 

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Noted by: 

OTHELLO B. CAPUNO
Unit Head/Project Leader

Funds Available: 

MYRNA S. PANCITO
Head, Budget Office

Date: 09/23/2020

*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