

- ☒ Original PPMP
☐ Revised (Changed items, same budget)
☐ Supplemental



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

SCAN HERE



PPMP-2023-0815-138229

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Dean of Students Office**

Project Code: **DSO-Office of Student Scholarships grants & Awards 2024**

Purpose: **OFFICE SUPPLIES**

Total Budget : **48,799.13**

Funding : **GF-MOOE**

PPMP #: **246-5-1551-2024-7-0-5**

| 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 |
| IT Supplies and Equipment | | | | | | | | | | | | | | | | |
| Ink, Gestetner DX2430M, Reisograph Copy Printer Master. 390g | 6 | piece | 1,960.00 | 11,760.00 | | | | | | | | 6 | | | | |
| Ink, Epson 003,Genuine Black 65mL | 10 | btl | 350.00 | 3,500.00 | | | | | | | | 10 | | | | |
| Sub-Total | | | | 15,260.00 | | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | | | | |
| Paper, Bond, A4, S-24, 80 gsm | 31 | reams | 289.00 | 8,959.00 | | | | | | | | 31 | | | | |
| Data filer box, double, 11 x 40 x 24cm | 21 | pcs | 500.00 | 10,500.00 | | | | | | | | 21 | | | | |
| Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black | 2 | pcs | 1,500.00 | 3,000.00 | | | | | | | | 2 | | | | |
| Staple Wire, #35 | 15 | boxes | 35.00 | 525.00 | | | | | | | | 15 | | | | |
| Folder, Ordinary, A4 | 1500 | pcs | 7.00 | 10,500.00 | | | | | | | | 1500 | | | | |
| Sub-Total | | | | 33,484.00 | | | | | | | | | | | | |
| Grand Total | | | | 48,744.00 | | | | | | | | | | | | |

Prepared by: _____

JUNARD C. GUCELA

Noted by: _____

CHONA A. BRIT
 Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
 Head, Budget Office

Date: **08/15/2023**

<> *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