

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2023

Unit/Office/Dept/Div: **Office of the Director for Human Resource Management**  
 Project Code: **Office of the Director for Human Resource Management**  
 Purpose: **for office use**


Total Budget : **100,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **173-5-904-2023-7-0-0**

| 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 |
| <b>IT Supplies and Equipment</b>  |          |        |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson 003,Genuine Black 65mL   | 5        | btl    | 350.00    | 1,750.00         | 5  |     |     |     |     |     |     |     |     |     |     |     |
| Master Roll for RIZO CV 3230 Rizograph Machine (CV-B4)                            | 1        | roll   | 2,780.00  | 2,780.00         | 1  |     |     |     |     |     |     |     |     |     |     |     |
| Keyboard And Mouse Combo Bundle, USB powered                                      | 1        | set    | 600.00    | 600.00           | 1  |     |     |     |     |     |     |     |     |     |     |     |
| Antivirus Software 3 Device, 1+1 Year Licence include VPN (enrolled auto-renewal) | 2        | pc     | 2,000.00  | 4,000.00         | 2  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>  |          |        |           | <b>9,130.00</b>  |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>  |          |        |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White  | 100      | piece  | 10.00     | 1,000.00         | 100  |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm   | 85       | reams  | 289.00    | 24,565.00        | 85   |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-24, 80 gsm   | 80       | reams  | 328.00    | 26,240.00        | 80   |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Ball, blue   | 50       | pieces | 10.00     | 500.00           | 50   |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Sign, .5mm, Gel-type, Blue   | 20       | piece  | 35.00     | 700.00           | 20   |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Ethyl, 70% solution, 500mL   | 15       | btl    | 125.00    | 1,875.00         | 15   |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Double Sided, 2" x 10m  | 3        | rolls  | 70.00     | 210.00           | 3  |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Green, Long   | 20       | pcs    | 30.00     | 600.00           | 20   |     |     |     |     |     |     |     |     |     |     |     |
| Toilet Bowl and Urinal Cleaner, at least 500mL                                    | 3        | btl    | 125.00    | 375.00           | 3  |     |     |     |     |     |     |     |     |     |     |     |
| Toilet Bowl Cleaner, at least 1 gallon  | 1        | gal    | 395.00    | 395.00           | 1  |     |     |     |     |     |     |     |     |     |     |     |
| Soap, Dishwashing, Liquid, 250mL  | 2        | btl    | 150.00    | 300.00           | 2  |     |     |     |     |     |     |     |     |     |     |     |
| Broom, Soft (Tambo), Large, <b>Heavy Duty</b>                                     | 1        | pcs    | 250.00    | 250.00           | 1  |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 3x5 Colored  | 10       | pads   | 50.00     | 500.00           | 10   |     |     |     |     |     |     |     |     |     |     |     |

| 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 |
| STICKY NOTES 2 X 3 ASSORTED COLORS                                   | 10       | pad    | 79.00     | 790.00           | 10   |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box            | 5        | boxes  | 20.00     | 100.00           | 5  |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box        | 5        | boxes  | 28.00     | 140.00           | 5  |     |     |     |     |     |     |     |     |     |     |     |
| Fastener, Paper, plastic, 50 sets/box                                | 50       | boxes  | 38.00     | 1,900.00         | 50   |     |     |     |     |     |     |     |     |     |     |     |
| Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack  | 3        | pack   | 115.00    | 345.00           | 3  |     |     |     |     |     |     |     |     |     |     |     |
| Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack | 3        | pack   | 125.00    | 375.00           | 3  |     |     |     |     |     |     |     |     |     |     |     |
| Sharpener, Pencil Heavy Duty good qlty                               | 1        | pieces | 350.00    | 350.00           | 1  |     |     |     |     |     |     |     |     |     |     |     |
| Storage box, Plastic, 187L   | 10       | pc     | 900.00    | 9,000.00         | 10   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>   |          |        |           | <b>70,510.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |
|  |          |        |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>   |          |        |           | <b>79,640.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:   
**JENEFER B. JAYME**

Noted by:   
**HONEY SOFIA V. COLIS**  
 Unit Head/Project Leader

Noted By:   
**ALICIA M. FLORES** *ODHHRM - (RD)*  
 Head, Budget Office

Date: **08/30/2022**

<> \*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



**ADVICE OF SUB-ALLOTMENT  
CY 2022**

Major Final Output: **GASS**

**February 24, 2022**

Dept./Office/Center: **OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE  
MANAGEMENT**

The following allotments are made available in support to programs and projects for the Calendar Year 2022. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

**Breakdown:**

|                                 |                   |
|---------------------------------|-------------------|
| <b>Supplies</b>                 | <b>71,198.57</b>  |
| Travel                          | 5,366.73          |
| <b>Semi-Expendable Supplies</b> | <b>8,944.54</b>   |
| Other Professional Expense      |                   |
| Repair and Maintenance          |                   |
| Fuel                            | 14,490.16         |
| Representation Expense          |                   |
| Other MOOE                      |                   |
| Other General Services          |                   |
| <b>TOTAL</b>                    | <b>100,000.00</b> |

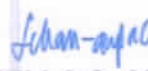
**Note:**

It is advised that you follow the above figure under its corresponding account titles.

Prepared By:

Noted By:

  
**ALICIA M. FLORES** 2/24  
OIC Head of the Budget Office

  
**LOUELLA C. AMPAC**  
Financial Management Director