



CY 2022

Purpose: For laboratory, classrooms and office use.

Funding : GF- MOOE

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

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, Epson, genuine, (BK) T664, 70 ml		5	pieces	350.00	1,750.00				5								
Ink, Epson, genuine (M) T664, 70 ml		2	pieces	350.00	700.00				2								
Ink, Epson, genuine (C) T664, 70 ml		2	pieces	350.00	700.00				2								
Ink, Epson, genuine, (Y) T664, 70 ml		2	pieces	350.00	700.00				2								
Ink, Brother LC-539XL, Black		5	pc	470.00	2,350.00	5											
HP Ink Cartridge 678 Tricolor		9	piece	450.00	4,050.00			9									
HP Ink Cartridge 678 Black		5	piece	450.00	2,250.00		5										
Ink, Gestetner DX2430M, Reisograph Copy Printer Master. 390g		3	piece	1,960.00	5,880.00			3									
Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml		3	pieces	1,080.24	3,240.72		3										
Sub-Total					21,620.72												
Office Supplies																	
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent		5	pcs	192.00	960.00		5										
Alcohol, Isopropyl, 70% solution, 500mL		10	btl's	140.00	1,400.00					10							
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack		10	pack	115.00	1,150.00			10									
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack		10	pack	125.00	1,250.00		10										
Pen, Sign, .5mm, Gel-type, Blue		20	piece	35.00	700.00				20								
Folder, File, Long, 14pts. White		100	piece	10.00	1,000.00			100									

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
Folder, Pressboard, US, Long, Pink/Maroon	25	piece	30.00	750.00					25							
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box	30.00	300.00			10									
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00					10							
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00								5				
Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color	1	pcs	310.00	310.00		1										
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	350.00	700.00			2									
Disinfectant Spray, 170g	4	can	280.00	1,120.00			4									
Envelope, Expanding, Plastic, Long	15	pc	30.00	450.00			15									
Envelope, Expanding, with garter tie, brown, short	25	pc	11.00	275.00					25							
Eraser, whiteboard, magnetic flannel	5	pc	60.00	300.00					5							
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00		10										
Tape, Transparent, 12mm x 50m	10	rolls	68.00	680.00				10								
Chalk, Colored, Dustless, 12 pcs/box	5	boxes	20.00	100.00			5									
Class Record, (for College use)	20	pcs	25.00	500.00				20								
Cleaner, Glass, 500mL, any scent	3	btls	198.00	594.00				3								
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00				10								
Mop Handle, steel	2	pieces	150.00	300.00		2										
Mop rug, heavy duty 100% cotton	5	pieces	50.00	250.00									5			
Multi-Purpose Glue, 130 g	5	btl	60.00	300.00				5								
Sticky Note, 3 x 4, Yellow	5	pads	140.00	700.00					5							
Nylon Twine 1 kg white	2	roll	75.00	150.00								2				
Pen, Ball, black	20	pieces	10.00	200.00					20							
Pen, Highlighter, yellow	5	pieces	45.00	225.00			5									
Pen, Highlighter, orange	5	pieces	46.00	230.00			5									
Pen, Sign, .5mm, Gel-type, Black	20	piece	35.00	700.00		20										
Ruler, Plastic, 12"	5	pieces	15.00	75.00				5								
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00				2								
Sharpener, Pencil Heavy Duty good qty	1	pieces	350.00	350.00					1							
Staple Wire, #35	10	boxes	30.00	300.00		10										
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00					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
Tape, Duct, 2" x 25m, Black/Grey	10	rolls	180.00	1,800.00			10									
Tape, Magic, 12mm x 50m	5	rolls	196.00	980.00					5							
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00								10				
Tape, Packaging, 2" x 100 yards, Tan	10	rolls	55.00	550.00										10		
Thumb Tacks, Small Box	5	boxes	12.00	60.00										5		
Toilet Bowl Cleaner, at least 1 gallon	2	gal	370.00	740.00					2							
Transparency Film, A4, 100pcs/pack	5	pack	372.00	1,860.00							2				3	
Nylon, #300, for grass cutter	2	kl	450.00	900.00					2							
Sub-Total				29,170.00												
Grand Total				50,790.72												

Prepared by: THELMA P. APAS

Noted by: JACOB GLENN F. JANSALIN
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Head, Budget Office

Date: 02/10/2021

*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