

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



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

SCAN HERE



PPMP-2023-0808-136466

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Human Resource Management Office**

Project Code: **HRMO**

Purpose: **OFFICE USE**

Total Budget : **100,000.00**

Funding : **GF-MOOE**

PPMP #: **219-5-2440-2024-7-0-0**

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
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	15	btl	350.00	5,250.00	15											
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	5											
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,500.00	3,500.00	1											
Computer Printer 3-in-1	2	unit	12,500.00	25,000.00	2											
UPS 800W (for Computer)	2	unit	5,000.00	10,000.00	2											
AVR, 500W (IC Controlled)	5	unit	500.00	2,500.00	5											
Keyboard And Mouse Combo Bundle, USB powered	1	set	600.00	600.00	1											
Sub-Total				52,100.00												
Office Equipment																
Sliding Paper Cutter	1	unit	2,550.00	2,550.00	1											
Electric fan	1	pc	2,500.00	2,500.00	1											
Sub-Total				5,050.00												
Office Furniture & Fixture																
Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	2	unit	5,000.00	10,000.00	2											
Sub-Total				10,000.00												
Office Supplies																
Folder, File, Long, 14pts, White	75	piece	10.00	750.00	75											
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	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
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Envelope, Expanding, with garter tie, blue, long	25	pc	15.00	375.00	25											
Envelope, Expanding, with garter tie, green, long	50	pc	15.00	750.00	50											
Envelope, Expanding, with garter tie, brown, long	25	pc	15.00	375.00	25											
Acetate, transparent, guage #6, approx. 50m/roll	1	rolls	1,700.00	1,700.00	1											
Pen, Ball, blue	50	pieces	10.00	500.00	50											
Pen, Sign, .5mm, Gel-type, Blue	100	piece	35.00	3,500.00	100											
Pen, Permanent Marker, black, broad tip	20	pieces	60.00	1,200.00	20											
Alcohol, Ethyl, 70% solution, 1 gallon	3	gallons	600.00	1,800.00	3											
Folder, Pressboard, US, Green, Long	50	pcs	30.00	1,500.00	50											
Soap, Dishwashing Liquid Refill, 375ml	5	packs	200.00	1,000.00	5											
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00	1											
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00	5											
Sticky Note, 3x5 Colored	5	pads	50.00	250.00	5											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00	5											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00	5											
Pencil, #2, Medium, Yellow, 12pcs/box	5	Box of 12's	120.00	600.00	5											
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	3											
Pen, Highlighter, yellow	5	pieces	45.00	225.00	5											
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Record Book, Big, 500 pages	3	pcs	115.00	345.00	3											
Cleaner, Glass, 500mL, spray type, any scent	2	btls	200.00	400.00	2											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	1	tubes	220.00	220.00	1											
Sub-Total				23,717.00												
Grand Total				90,867.00												

Prepared by:

RHEA P. BALLEBAS

Noted by:

HONEY SOFIA V. COLIS
Unit Head/Project Leader

Noted By:

for ALICIA M. FLORES
Head, Budget Office

Date: 08/08/2023

<> *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

Envelope, Standard, 4 1/2 x 6 1/2, 100 per box	10	box	15.00	150.00	10
Envelope, Legal, 5 1/2 x 8 1/2, 100 per box	25	box	12.00	300.00	25
Envelope, Manila, 4 1/2 x 6 1/2, 100 per box	1	box	1.00	1.00	1
Pen, Ball, Blue, 100 per box	100	box	1.00	100.00	100
Pen, Ballpoint, Black, 100 per box	25	box	1.00	25.00	25
Alcohol, 70% Isopropyl, 1 gallon	3	gallon	600.00	1,800.00	3
Polysorbate 80, 1 gallon	10	gallon	50.00	500.00	10
Soap, Chlorox, 1 gallon	5	gallon	200.00	1,000.00	5
Staple, 1/4 inch, 100 per box	1	box	250.00	250.00	1
Staple, 1/2 inch, 100 per box	5	box	75.00	375.00	5
Staple, 3/4 inch, 100 per box	1	box	50.00	50.00	1
Staple, 1 inch, 100 per box	5	box	75.00	375.00	5
Staple, 1 1/2 inch, 100 per box	1	box	250.00	250.00	1
Staple, 2 inch, 100 per box	1	box	250.00	250.00	1
Staple, 3 inch, 100 per box	1	box	250.00	250.00	1
Staple, 4 inch, 100 per box	1	box	250.00	250.00	1
Staple, 5 inch, 100 per box	1	box	250.00	250.00	1
Staple, 6 inch, 100 per box	1	box	250.00	250.00	1
Staple, 7 inch, 100 per box	1	box	250.00	250.00	1
Staple, 8 inch, 100 per box	1	box	250.00	250.00	1
Staple, 9 inch, 100 per box	1	box	250.00	250.00	1
Staple, 10 inch, 100 per box	1	box	250.00	250.00	1
Staple, 11 inch, 100 per box	1	box	250.00	250.00	1
Staple, 12 inch, 100 per box	1	box	250.00	250.00	1
Staple, 13 inch, 100 per box	1	box	250.00	250.00	1
Staple, 14 inch, 100 per box	1	box	250.00	250.00	1
Staple, 15 inch, 100 per box	1	box	250.00	250.00	1
Staple, 16 inch, 100 per box	1	box	250.00	250.00	1
Staple, 17 inch, 100 per box	1	box	250.00	250.00	1
Staple, 18 inch, 100 per box	1	box	250.00	250.00	1
Staple, 19 inch, 100 per box	1	box	250.00	250.00	1
Staple, 20 inch, 100 per box	1	box	250.00	250.00	1
Staple, 21 inch, 100 per box	1	box	250.00	250.00	1
Staple, 22 inch, 100 per box	1	box	250.00	250.00	1
Staple, 23 inch, 100 per box	1	box	250.00	250.00	1
Staple, 24 inch, 100 per box	1	box	250.00	250.00	1
Staple, 25 inch, 100 per box	1	box	250.00	250.00	1
Staple, 26 inch, 100 per box	1	box	250.00	250.00	1
Staple, 27 inch, 100 per box	1	box	250.00	250.00	1
Staple, 28 inch, 100 per box	1	box	250.00	250.00	1
Staple, 29 inch, 100 per box	1	box	250.00	250.00	1
Staple, 30 inch, 100 per box	1	box	250.00	250.00	1
Staple, 31 inch, 100 per box	1	box	250.00	250.00	1
Staple, 32 inch, 100 per box	1	box	250.00	250.00	1
Staple, 33 inch, 100 per box	1	box	250.00	250.00	1
Staple, 34 inch, 100 per box	1	box	250.00	250.00	1
Staple, 35 inch, 100 per box	1	box	250.00	250.00	1
Staple, 36 inch, 100 per box	1	box	250.00	250.00	1
Staple, 37 inch, 100 per box	1	box	250.00	250.00	1
Staple, 38 inch, 100 per box	1	box	250.00	250.00	1
Staple, 39 inch, 100 per box	1	box	250.00	250.00	1
Staple, 40 inch, 100 per box	1	box	250.00	250.00	1
Staple, 41 inch, 100 per box	1	box	250.00	250.00	1
Staple, 42 inch, 100 per box	1	box	250.00	250.00	1
Staple, 43 inch, 100 per box	1	box	250.00	250.00	1
Staple, 44 inch, 100 per box	1	box	250.00	250.00	1
Staple, 45 inch, 100 per box	1	box	250.00	250.00	1
Staple, 46 inch, 100 per box	1	box	250.00	250.00	1
Staple, 47 inch, 100 per box	1	box	250.00	250.00	1
Staple, 48 inch, 100 per box	1	box	250.00	250.00	1
Staple, 49 inch, 100 per box	1	box	250.00	250.00	1
Staple, 50 inch, 100 per box	1	box	250.00	250.00	1
Staple, 51 inch, 100 per box	1	box	250.00	250.00	1
Staple, 52 inch, 100 per box	1	box	250.00	250.00	1
Staple, 53 inch, 100 per box	1	box	250.00	250.00	1
Staple, 54 inch, 100 per box	1	box	250.00	250.00	1
Staple, 55 inch, 100 per box	1	box	250.00	250.00	1
Staple, 56 inch, 100 per box	1	box	250.00	250.00	1
Staple, 57 inch, 100 per box	1	box	250.00	250.00	1
Staple, 58 inch, 100 per box	1	box	250.00	250.00	1
Staple, 59 inch, 100 per box	1	box	250.00	250.00	1
Staple, 60 inch, 100 per box	1	box	250.00	250.00	1
Staple, 61 inch, 100 per box	1	box	250.00	250.00	1
Staple, 62 inch, 100 per box	1	box	250.00	250.00	1
Staple, 63 inch, 100 per box	1	box	250.00	250.00	1
Staple, 64 inch, 100 per box	1	box	250.00	250.00	1
Staple, 65 inch, 100 per box	1	box	250.00	250.00	1
Staple, 66 inch, 100 per box	1	box	250.00	250.00	1
Staple, 67 inch, 100 per box	1	box	250.00	250.00	1
Staple, 68 inch, 100 per box	1	box	250.00	250.00	1
Staple, 69 inch, 100 per box	1	box	250.00	250.00	1
Staple, 70 inch, 100 per box	1	box	250.00	250.00	1
Staple, 71 inch, 100 per box	1	box	250.00	250.00	1
Staple, 72 inch, 100 per box	1	box	250.00	250.00	1
Staple, 73 inch, 100 per box	1	box	250.00	250.00	1
Staple, 74 inch, 100 per box	1	box	250.00	250.00	1
Staple, 75 inch, 100 per box	1	box	250.00	250.00	1
Staple, 76 inch, 100 per box	1	box	250.00	250.00	1
Staple, 77 inch, 100 per box	1	box	250.00	250.00	1
Staple, 78 inch, 100 per box	1	box	250.00	250.00	1
Staple, 79 inch, 100 per box	1	box	250.00	250.00	1
Staple, 80 inch, 100 per box	1	box	250.00	250.00	1
Staple, 81 inch, 100 per box	1	box	250.00	250.00	1
Staple, 82 inch, 100 per box	1	box	250.00	250.00	1
Staple, 83 inch, 100 per box	1	box	250.00	250.00	1
Staple, 84 inch, 100 per box	1	box	250.00	250.00	1
Staple, 85 inch, 100 per box	1	box	250.00	250.00	1
Staple, 86 inch, 100 per box	1	box	250.00	250.00	1
Staple, 87 inch, 100 per box	1	box	250.00	250.00	1
Staple, 88 inch, 100 per box	1	box	250.00	250.00	1
Staple, 89 inch, 100 per box	1	box	250.00	250.00	1
Staple, 90 inch, 100 per box	1	box	250.00	250.00	1
Staple, 91 inch, 100 per box	1	box	250.00	250.00	1
Staple, 92 inch, 100 per box	1	box	250.00	250.00	1
Staple, 93 inch, 100 per box	1	box	250.00	250.00	1
Staple, 94 inch, 100 per box	1	box	250.00	250.00	1
Staple, 95 inch, 100 per box	1	box	250.00	250.00	1
Staple, 96 inch, 100 per box	1	box	250.00	250.00	1
Staple, 97 inch, 100 per box	1	box	250.00	250.00	1
Staple, 98 inch, 100 per box	1	box	250.00	250.00	1
Staple, 99 inch, 100 per box	1	box	250.00	250.00	1
Staple, 100 inch, 100 per box	1	box	250.00	250.00	1

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