

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



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



55-5421-2022-9-0-0

### PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Department of Veterinary Clinical Sciences**  
 Project Code: **IAO-2022**  
 Purpose: **For office Use**

Total Budget : **100,000.00**  
 Funding : **GF-MOOE**

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																	
Wireless Optical Mouse	1	pcs	1,000.00	1,000.00	1												
Mouse, Wired, Optical, USB	1	pieces	210.00	210.00	1												
Headset with Noise Cancelling Mic	2	unit	1,800.00	3,600.00	2												
External Hard Disk Drive (Portable, 2TB), USB 3.1	2	unit	4,200.00	8,400.00	2												
Flash Drive, 128GB, USB 3.0	2	pcs	1,500.00	3,000.00	2												
Sub-Total					16,210.00												
Office Equipment																	
Electric fan	1	pc	2,500.00	2,500.00	1												
Water Dispenser, Cabinet type	1	pc	10,000.00	10,000.00	1												
Refrigerator - at least 3.5 cu. ft., Two-door Personal Refrigerator (Direct Cool), inverter	1	unit	10,000.00	10,000.00	1												
Sub-Total					22,500.00												
Office Furniture & Fixture																	
Senior Executive High back chair	1	pc	6,500.00	6,500.00	1												
Sub-Total					6,500.00												
Office Supplies																	
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00	2												
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	5												
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	30												

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, Photo, Waterproof Glossy Inkjet, A4, 230 GSM/No Backprint, 20 shts/pack	10	pack	60.00	600.00	10											
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	3											
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00	1											
Transparent Tape (1")	10	rolls	25.00	250.00	10											
Mouse Pad, Rubber	2	pad	250.00	500.00	2											
Pilot V10 Grip Hi-Techpoint Rollerball Pen (blue)	1	box	800.00	800.00	1											
<b>Sub-Total</b>				<b>13,887.00</b>												
<b>Grand Total</b>				<b>59,097.00</b>												

Prepared by: \_\_\_\_\_

**ANA MARQUIZA M. QUILICOT**

Noted by: \_\_\_\_\_

**ANA MARQUIZA M. QUILICOT**  
Unit Head/Project Leader

Funds Available: \_\_\_\_\_

**Alicia M. Flores**  
Head, Budget Office

Date: 10/07/2021

\*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PPM 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