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Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay



PMP - 2023-0901 - 142168



MP-2023-0919-146187

☒ Original PMP

☐ Revised (Changed items, same budget)

☐ Supplemental

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Internal Audit Service Office

Project Code: IAS-2024

Purpose: for office use

Total Budget : 45,362.19

Funding : GF-MOOE

PPMP #: 178-5-2129-2024-8-0-0

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	3	btl	350.00	1,050.00		3										
Ink, EPSON 003, Genuine Cyan 65mL	3	btl	350.00	1,050.00		3										
Ink, EPSON 003, Genuine Magenta 65mL	3	btl	350.00	1,050.00		3										
Ink, EPSON 003, Genuine Yellow 65mL	3	btl	350.00	1,050.00		3										
Speaker, for PC, 2.1 (Speaker with Subwoofer)	1	pc	4,000.00	4,000.00		1										
SDS: 8417M Micro Cut Paper Shredder	2	unit	10,800.00	21,600.00		2										
UPS, 1000 VA	1	unit	3,000.00	3,000.00		1										
Sub-Total				32,800.00												
Office Supplies																
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	420.00	420.00		1										
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00		1										
Data File Box/ Box File/ Magazine Box Made of Chipboard Size: 15.5"x9.5"x4.5" Color: Yellow	24	pcs	150.00	3,600.00		24										
Heavy duty storage box L-16" x W11.5" x H-11.5" suitable for document storage for legal folder, Fili	8	pcs	550.00	4,400.00		8										
Plastic Rigid Sheet Binding Cover A4 Size 100pcs. 0.2mm - 1 packet	1	packet	400.00	400.00		1										
40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	1	pc	800.00	800.00		1										
Zim glass cleaner 500ml lemon w/spray	4	btl	200.00	800.00		4										
Sub-Total				10,560.00												

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
Grand Total				43,360.00												

Prepared by: LEONARDO S. TORAJA 3/1-

Noted by: MARIA TERESA A. CRUZ
Unit Head/Project Leader

Noted By: ALICIA M. FLORES
Head, Budget Office 10/20/24

Date: 09/13/2023

<> *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



**ADVICE OF SUB-ALLOTMENT
CY 2023**

February 21, 2023

Major Final Output : **GASS**

Dept./Office/Center: **OFFICE OF THE HEAD FOR INTERNAL AUDIT**

The following allotments are made available in support to programs and projects for the Calendar Year 2023. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

Breakdown:

Supplies	45,362.19
Travel	4,593.64
Fuel	9,302.12
Semi-Expendable Supplies	5,742.05
TOTAL	65,000.00

Note:

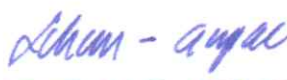
It is advised that you follow the above figures under its corresponding account titles.

Prepared By:


ALICIA M. FLORES

Head of the Budget Office

Noted By:



LOUELLA C. AMPAC

Financial Management Director