



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

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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
 CY 2021

Unit/Office/Dept/Div: Office of the Vice President for the Student Affairs and Services  
 Project Code: OVPSAS-2021  
 Purpose: Office and computer supplies

Total Budget : 50,000.00  
 Funding : GF- MOOE

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>IT Supplies and Equipment</b>																
Anti-virus Software	1	pc	5,000.00	5,000.00	1											
Desktop Computer (i3)	1	set	30,000.00	30,000.00	1											
Windows 10 Operating System	1	Licenses	10,000.00	10,000.00	1											
UPS, 1000 VA	1	unit	3,000.00	3,000.00	1											
<b>Sub-Total</b>				<b>48,000.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-24, 80 gsm	3	reams	289.00	867.00	2	1										
<b>Sub-Total</b>				<b>867.00</b>												
<b>Grand Total</b>				<b>48,867.00</b>												

Prepared by: SHEILA MARIE C. LEMOS

Noted by: ALELI A. VILLOCINO  
 Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO  
 Head, Budget Office

Date: 09/23/2020

\*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