

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Director of NSTP/CWTS**
 Project Code: **ROTC Admin/Logistics Support**
 Purpose: **for ROTC Office Supplies**

Total Budget : 20,632.00
 Funding : **STF**
 PPMF #: **41-1-1493-2024-0-0-1**

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
Construction and Electrical Supplies																
Paint, Flat Latex, Chocolate Brown	2	gallons	750.00	1,500.00	2											
Sub-Total				1,500.00												
Hardware																
Paint, Acrylic Base Latex, White, flat	2	gallon	700.00	1,400.00	2											
Paint, TTC, Tralo Green, Latex	2	L	500.00	1,000.00	2											
Sub-Total				2,400.00												
Office Equipment																
18" STAND FAN	1	pcs	2,500.00	2,500.00	1											
Ceiling fan	1	pc	2,500.00	2,500.00	1											
Sub-Total				5,000.00												
Office Supplies																
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	4	pack	250.00	1,000.00	4											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	25	packs	45.00	1,125.00	25											
Certificate Holder (A4)	60	pcs	65.00	3,900.00	60											
Folder, Pressboard, A4, US Green, Double Fold	55	pcs	50.00	2,750.00	55											
Envelope, Brown, short, good quality	151	pc	5.00	755.00	151											
Envelope, Expanding, with garter tie, brown, long	30	pc	20.00	600.00	30											
Glue Stick, Small, for Glue Gun	48	pcs	7.00	336.00	48											
Stapler, HD No.35	2	pc	400.00	800.00	2											
Staple Wire, #35	5	boxes	35.00	175.00	5											
Staple Wire, #10	1	boxes	15.00	15.00	1											

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
Sub-Total				11,456.00												
Grand Total				20,356.00												

Prepared by: _____

MARLON V. DAMPIOS

Noted by: _____

JOY A. BELLEN

Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES

Head, Budget Office

Date: **01/19/2024**

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