



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: **Personnel Records & Performance Evaluation Office**
Project Code: **PRPEO-2020**
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 quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Awards & Tokens																
VSU Pin -20mm GOLD (for Loyalty Awardees)	30	pcs	230.00	6,900.00				30								
VSU Pin -20mm SILVER (for Loyalty Awardees)	30	pcs	230.00	6,900.00				30								
VSU Pin -20mm BRONZE (for Loyalty Awardees)	30	pcs	230.00	6,900.00				30								
Printing of Loyalty Certificates for Loyalty Award - colored including paper - Cryogen white 120g	200	pcs	40.00	8,000.00				200								
Sub-Total				28,700.00												
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	9	btl	350.00	3,150.00	6						3					
Ink, EPSON 003,Genuine Cyan 65mL	1	btl	350.00	350.00	1											
Ink, EPSON 003,Genuine Magenta 65mL	1	btl	350.00	350.00	1											
Ink, EPSON 003,Genuine Yellow 65mL	1	btl	350.00	350.00	1											
Ribbon Cartridge EPSON S015639	3	pieces	165.00	495.00	2						1					
Computer ribbon, EPSON SO15531/15086, Genuine	6	pieces	765.00	4,590.00	4						2					
Sub-Total				9,285.00												
Office Supplies																
Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	1	boxes	1,484.00	1,484.00	1											
Continuous Forms, Bond 20, 13 x 9-1/2, 1 Ply	6	boxes	1,858.00	11,148.00	5						1					
Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	3	boxes	1,270.00	3,810.00	2						1					
Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	9	boxes	1,855.00	16,695.00	6						3					
Alcohol, Ethyl, 70% solution, 500mL	1	btl	125.00	125.00	1											
Pen, Sign, .5mm, Gel-type, Black	15	piece	35.00	525.00	10						5					

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
Pen, Sign, .5mm, Gel-type, Blue	39	piece	35.00	1,365.00	25						14					
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	3	pcs	100.00	300.00	2						1					
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	3	pcs	195.00	585.00	2						1					
Envelope, Expanding, with garter tie, blue, long	10	pc	15.00	150.00	6						4					
Envelope, Expanding, with garter tie, blue, short	10	pc	11.00	110.00	6						4					
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	30						20					
Index Tab, transparent, self-adhesive, transparent, 5sets/box	3	boxes	65.00	195.00	2						1					
Pen, Whiteboard Marker, black	2	pieces	50.00	100.00	2											
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00	2						1					
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00	3						2					
Paper, Bond, Long, S-20, 70 gsm	18	reams	286.00	5,148.00	12						6					
Paper, Bond, A4, S-24, 80 gsm	40	reams	289.00	11,560.00	30						10					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00	3						2					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00	3						2					
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00	10						2					
Ribbon, Typewriter, black	4	rolls	45.00	180.00	3						1					
Tape, Masking, 3/4" x 25 yards	2	rolls	36.00	72.00	2											
Tape, Masking, 1" x 25 yards	2	rolls	48.00	96.00	2											
Glue, Multi-Purpose, White, at least 130g (118mL)	1	btls	78.00	78.00	1											
Sub-Total				55,046.00												
Grand Total				93,031.00												

Prepared by: _____

FLORANTE G. DIDAL

Noted by: _____

HONEY SOFIA V. COLIS
Unit Head/Project Leader

Funds Available: _____

MYRNA S. PANCITO
Head, Budget Office

Date: **10/15/2020**

*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