



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

Please Check	
☒ x	Original PPMP
☐	Revised (Changed items, same budget)
☐	Supplemental (Additional budget)

Unit/Office/Dept/Div.:
Funding Source*:

UDRRMSSO
General Fund

Total Budget: **181,825.00**

Description/Specifications					Schedule/Milestone of Activities (In quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Supplies																
1	Paper, Bond, A4, S-24, 80 gsm	30	rms	289.00		20					10					
2	Paper, Bond, Long, S-24, 80 gsm	10	rms	328.00		5					5					
3	Paper, Bond, Short, S-24, 80 gsm	10	rms	277.00		5					5					
4	Alcohol, Ethyl, 70% solution, 1500ml	15	gallon	125.00		10					5					
5	Laminating Film, A3, 110 shts/box, 250 microns	1	box	3,745.00		1										
6	Folder, Expanded, Long (Red)	50	pcs	30.00		40					10					
7	Folder, Long (White), 14pts	100	pcs	10.00		70					30					
8	Envelope, Mailing, white, long, 500pcs/box	5	box	395.00		3					2					
9	Envelope, Document, brown, long, 150 lbs	20	pcs	7.00		10					10					
10	Envelope, Document, brown, Short, 150 lbs	20	pcs	5.00		10					10					
11	Ballpen, 0.5, Blue	40	pcs	10.00		30					10					
12	Binder Clip, 2-inch, 12 pcs/box	10	box	100.00		7					3					
13	Paper clip, small	5	boxes	14.00		3					2					
14	Paper clip, big	5	boxes	30.00		3					2					
15	Paper fastener, plastic coated	5	boxes	38.00		3					2					
16	Staple Wjre # 35	6	boxes	30.00		3					3					
17	Stapler #35, heavy duty	2	pcs	350.00		1										
18	Mighty Bond	10	pcs	50.00		5					5					
19	record book, 500 pages	30	pcs	115.00		20					10					
20	record book, 300 pages	15	pcs	115.00		10					5					
21	Push Pins	3	bxs	45.00		2					1					
22	Albatross	5	pcs	60.00		3					2					
23	Toilet Bowl Cleaner, liquid, 500ml	5	btls	250.00		3					2					
24	Battery, alkaline 9 volts	5	pcs	210.00		5										
25	Battery, alkaline C Size	16	pcs	95		16										
Sub-Total																
Electrical Supplies, Equipment																
26	Mobile Phone	2	pcs	22,000.00		2										
27	CP Load	600	1 yr.	7,200.00		2										
28	Search flashlight	10	pcs	1,675.00		5					5					
29	Rain Coat	55	pcs	600.00		55										
30	Boots	55	pcs	600.00		55										
sub-total																
IT Supplies																
31	Epson L6290 001 Ecotank Ink Black	7	btl.	600.00		7										
32	Epson L6290 001 Ecotank Ink Yellow	5	btl.	400.00		5										
33	Epson L6290 001 Ecotank Ink Magenta	5	btl.	400.00		5										
34	Epson L6290 001 Ecotank Ink Cyan	5	btl.	400.00		5										
Sub-Total																
Sub-Total																
Sub-Total																
GRAND TOTAL																

Prepared by:

JUDE D. JOSON
DDRC

Noted by:

JULIUS V. ABELA
Unit Head

Date: **2-Oct-23**

*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.

