



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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

CY 2021

☒ Original PPMP

☐ Revised (Changed items, same budg

☐ Supplemental

Unit/Office/Dept/Div: **University Student Services Office**  
Project Code: **Admission Office : VSU CAT Fees**

Total Budget : **200,000.00**  
Funding : **STF**

| 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 |
| <b>Computer Supplies</b>                              |          |       |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Laptop 14" (i5)                                       | 3        | set   | 44,000.00 | 132,000.00        |                                                  |     |     |     |     | 3   |     |     |     |     |     |     |
| Water Dispenser                                       | 1        | unit  | 6,000.00  | 6,000.00          |                                                  |     |     |     |     | 1   |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |       |           | <b>138,000.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Electrical Supplies</b>                            |          |       |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Stand Fan, 3-speed button, Heavy Duty, 220v           | 1        | unit  | 1,500.00  | 1,500.00          |                                                  |     |     |     |     | 1   |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |       |           | <b>1,500.00</b>   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Gestetner/Roneo/Sole Dist</b>                      |          |       |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Gestetner Copy Printer Master, #817618 for DX 2430    | 4        | piece | 1,960.00  | 7,840.00          |                                                  |     |     |     |     | 4   |     |     |     |     |     |     |
| Gestetner Copy Printer Ink, #893789, black for DX2430 | 7        | box   | 1,080.24  | 7,561.68          |                                                  |     |     |     |     | 7   |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |       |           | <b>15,401.68</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Appliances/Equipment</b>                    |          |       |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Document Scanner                                      | 1        | unit  | 26,000.00 | 26,000.00         |                                                  |     |     |     |     | 1   |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |       |           | <b>26,000.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies and Materials</b>                  |          |       |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Bond paper, A4, 70 gsm ultra white                    | 63       | ream  | 300.00    | 18,900.00         |                                                  |     |     |     |     | 63  |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |       |           | <b>18,900.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                    |          |       |           | <b>199,801.68</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by: MERIAM M. LUNA

Noted by: NANCY V. DUMAGUING  
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO  
Head, Budget Office

Date: 08/14/2022