

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



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

SCAN HERE



PPMP-2022-0830-58476

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2023**

Unit/Office/Dept/Div: **Office of the Head of Recruitment Selection Placement and Personnel Records**

Project Code: **OHRSPPR-2023**

Purpose: **For Office Supplies**

Total Budget : **61,000.00**

Funding : **GF-MOOE**

PPMP #: **139-5-1237-2023-7-0-0**

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>IT Supplies and Equipment</b>																
Ink, Epson 003,Genuine Black 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	5											
<b>Sub-Total</b>				<b>7,000.00</b>												
<b>Laboratory Supplies</b>																
Bleach, liquid, 99.9% antibac, 1 gallon	1	gallon	450.00	450.00	1											
<b>Sub-Total</b>				<b>450.00</b>												
<b>Office Supplies</b>																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00	2											
Alcohol, Ethyl, 70% solution, 500mL	5	btl	125.00	625.00	5											
Bathroom Deodorizer, with holder, at least 100g, any scent	5	pcs	80.00	400.00	5											
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	420.00	420.00	1											
Cartolina, US, Black, at least 160gsm	2	pcs	14.00	28.00	2											
Cartolina, US, Green, at least 160gsm	3	pcs	14.00	42.00	3											
Cartolina, US, Blue, at least 160gsm	2	pcs	14.00	28.00	2											
Cartolina, US, Brown, at least 160gsm	2	pcs	14.00	28.00	2											
Cartolina, US, Gold, at least 160gsm	2	pcs	14.00	28.00	2											

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
Cartolina, US, Light Blue, at least 160gsm	2	pcs	14.00	28.00	2											
Cartolina, US, Light Green, at least 160gsm	2	pcs	14.00	28.00	2											
Cartolina, US, Neon Blue, at least 160gsm	3	pcs	14.00	42.00	3											
Cartolina, US, Neon Green, at least 160gsm	2	pcs	14.00	28.00	2											
Cartolina, US, Neon Orange, at least 160gsm	2	pcs	14.00	28.00	2											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box of 50's	30.00	300.00	10											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00	10											
Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	2	pc	900.00	1,800.00	2											
Soap, Detergent, Liquid, 1 gal, any scent	5	gal	350.00	1,750.00	5											
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	5											
Soap, Detergent, Powder, 1 kilo/pack, any scent	1	kl	105.00	105.00	1											
Correction Fluid, waterbase, 15 mL	5	btl	40.00	200.00	5											
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	10											
Disinfectant Cleaner, multi-surface, scented	1	gal	420.00	420.00	1											
Duster, Feather	2	pcs	56.00	112.00	2											
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00	30											
Envelope, Expanding, with garter tie, green, long	50	pc	15.00	750.00	50											
Envelope, Expanding, Plastic, Long	20	pc	54.00	1,080.00	20											
Envelope, Expanding, with garter tie, blue, long	30	pc	15.00	450.00	30											
Envelope, Expanding, with garter tie, brown, long	30	pc	15.00	450.00	30											
Disinfectant Spray, 170g	1	can	280.00	280.00	1											
Disinfectant Spray, 340g	1	can	465.00	465.00	1											
Eraser, Rubber, high quality	2	pc	45.00	90.00	2											
Fabric Conditioner, 4L, any scent	2	gallon	1,210.00	2,420.00	2											
Folder, File, Long, 14pts, White	30	piece	10.00	300.00	30											
Folder, Pressboard, US, Blue, Long	30	pieces	30.00	900.00	30											
Folder, Pressboard, US, Green, Long	50	pcs	30.00	1,500.00	50											
Folder, Pressboard, US, Yellow, Long	50	pieces	30.00	1,500.00	50											
Folder, Pressboard, US, Long, Pink/Maroon	30	piece	30.00	900.00	30											
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	10	piece	10.00	100.00	10											
Folder, Expanded, Long (Light Blue)	30	pcs	20.00	600.00	30											

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
Hand Towel, cloth, cotton	3	piece	35.00	105.00	3											
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00	2											
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00	1											
Ink, Refill, for Permanent Marker, Blue, 30mL	1	btls	115.00	115.00	1											
Sticky Note, 2 x 3, Yellow	2	pads	79.00	158.00	2											
Sticky Note, 3 x 3, Yellow	2	pads	84.00	168.00	2											
Sticky Note, 3 x 4, Yellow	2	pads	140.00	280.00	2											
Sticky Note, 3 x 5, Yellow	2	pads	150.00	300.00	2											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	1	pack	40.00	40.00	1											
Paper, Bond, A4, S-24, 80 gsm	45	reams	289.00	13,005.00	45											
Paper, Bond, Long, S-24, 80 gsm	15	reams	328.00	4,920.00	15											
Paper, Art, glossy, assorted colors, 500shts/ream	1	reams	235.00	235.00	1											
Pen, Permanent Marker, black, fine tip	3	pieces	60.00	180.00	3											
Pen, Permanent Marker, blue, broad tip	3	pieces	60.00	180.00	3											
Pen, Ball, blue	10	pieces	10.00	100.00	10											
Pen, Highlighter, yellow	5	pieces	45.00	225.00	5											
Pencil, Lead, #2, w/ eraser	24	pieces	10.00	240.00	24											
Rag, (for cleaning & wiping)	10	pieces	5.00	50.00	10											
Soap, Toilet, regular size	3	pieces	35.00	105.00	3											
Staple Wire, #10	5	boxes	15.00	75.00	5											
Staple Wire, #35	5	boxes	30.00	150.00	5											
Stapler, HD No.35	5	pc	350.00	1,750.00	5											
Stapler, HD-# 10	5	pieces	120.00	600.00	5											
Broom, Stick Broom, Tukog	2	pc	35.00	70.00	2											
Tape, Double Sided, 1" x 10m	4	rolls	35.00	140.00	4											
Tape, Masking, 1" x 25 yards	4	rolls	48.00	192.00	4											
Tape, Masking, 3/4" x 25 yards	4	rolls	36.00	144.00	4											
Tape, Packaging, 2" x 100 yards, Clear	3	rolls	75.00	225.00	3											
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00	2											
Toilet Bowl Cleaner, at least 500ml	2	btl	180.00	360.00	2											
Toilet Brush with Holder	1	set	180.00	180.00	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
Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	3	pack	85.00	255.00	3											
Pen, Sign, .5mm, Gel-type, Blue	5	piece	35.00	175.00	5											
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	1	gallon	450.00	450.00	1											
Soap, hand, liquid, 250 ml	2	btls	135.00	270.00	2											
Envelope, brown, ordinary, A4 size	20	pcs	10.00	200.00	20											
Fiber Doormat	2	pc	150.00	300.00	2											
Staple wire remover	2	pieces	40.00	80.00	2											
Data Filer, Big size, Legal	5	pieces	500.00	2,500.00	5											
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	3	boxes	13.00	39.00	3											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	3	boxes	70.00	210.00	3											
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	3	boxes	46.00	138.00	3											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	3	boxes	28.00	84.00	3											
Floor mop with bucket, microfiber spin rotating 360	1	pc	1,500.00	1,500.00	1											
Paper, Bond, A4, S-20, 70 gsm	3	reams	253.00	759.00	3											
Broom	3	pc	100.00	300.00	3											
Bleach Lemon 250mL/btl	1	btls	16.00	16.00	1											
Post it	2	pieces	20.00	40.00	2											
Paper, Book, A4 size, 80 gsm	1	reams	285.00	285.00	1											
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00	10											
Glue, White, All-purpose, 1 gallon	1	gallons	510.00	510.00	1											
<b>Sub-Total</b>				<b>53,541.00</b>												
<b>Grand Total</b>				<b>60,991.00</b>												

Prepared by:   
**CARREN MAE B. VILBAR**

Noted by:  oic 8/30/2022  
**JENNIFER E. ANDO**  
Unit Head/Project Leader

Noted By:  8-01125PPR-111  
**ALICIA M. FLORES**  
Head, Budget Office

Date: **08/30/2022**

<> \*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**



**ADVICE OF SUB-ALLOTMENT  
CY 2022**

Major Final Output: **GASS**

**February 24, 2022**

Dept./Office/Center: **OFFICE OF THE HEAD OF RSP & PERSONNEL RECORDS**

The following allotments are made available in support to programs and projects for the Calendar Year 2022. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

**Breakdown:**

Supplies	71,198.57
Travel	5,366.73
Semi-Expendable Supplies	8,944.54
Other Professional Expense	
Repair and Maintenance	
Fuel	14,490.16

Representation Expense  
Other MOOE  
Other General Services

**TOTAL 100,000.00**

**Note:**

It is advised that you follow the above figure under its corresponding account titles.

Prepared By:

Noted By:

  
**ALICIA M. FLORES** 2/24  
OIC Head of the Budget Office

  
**LOUELLA C. AMPAC**  
Financial Management Director