

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



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

SCAN HERE



PPMP-2023-0915-145783

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **University Registrar**

Project Code: **STF - Graduation and Diploma Fee**

Purpose: **For Office Use**

Total Budget : **950,000.00**

Funding : **STF**

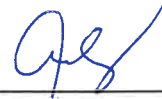
PPMP #: **228-1-1038-2024-7-0-1**

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
<b>IT Supplies and Equipment</b>																
Kyocera, Ecosys M8124CIDN Toner TK 8113 K	2	pcs	5,680.00	11,360.00		2										
HP, Laser Jet Pro M15W Toner HP 48A (CF248A), Black	15	pcs	3,250.00	48,750.00		15										
<b>Sub-Total</b>				<b>60,110.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-24, 80 gsm	55	reams	289.00	15,895.00		55										
Paper, Bond, Short, S-24, 80 gsm	25	reams	277.00	6,925.00		25										
Paper, Bond, Long, S-24, 80 gsm	50	reams	328.00	16,400.00		50										
Notarial Seal, #24-21/8", Gold, Shiny, Self Adhesive, 1000 pcs/roll	14	rolls	1,000.00	14,000.00		14										
<b>Sub-Total</b>				<b>53,220.00</b>												
<b>Printing Services</b>																
Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, wit	1000	pcs	250.00	250,000.00		1000										
Medals, big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with r	200	pcs	350.00	70,000.00		200										
Printing of Diploma form	3000	pcs	27.00	81,000.00		3000										
Printing of diploma cover for VSU external graduates without address	780	pcs	110.00	85,800.00		780										
Printing of diploma cover for VSU main graduates with address	1400	pcs	110.00	154,000.00		1400										
<b>Sub-Total</b>				<b>640,800.00</b>												
<b>toner</b>																

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
Kyocera, Ecosys M8124CIDN Toner TK 8113 Y	2	pc	9,430.00	18,860.00		2										
Kyocera, Ecosys M8124CIDN Toner TK 8113 M	1	pc	9,430.00	9,430.00		1										
Kyocera, Ecosys M8124CIDN Toner TK 8113 C	1	pc	9,430.00	9,430.00		1										
HP, Laser Jet 107a Toner HP 107A (W1107A), Black	15	pcs	3,250.00	48,750.00		15										
<b>Sub-Total</b>				<b>86,470.00</b>												
<b>Grand Total</b>				<b>840,600.00</b>												

Prepared by:   
**HOMER LOIS P. NAPOLES**

Noted by:   
**MARWEN A. CASTAÑEDA**  
Unit Head/Project Leader

Noted By:   
**ALICIA M. FLORES** *g Reg. Fee*  
Head, Budget Office

Date: 09/15/2023

<> \*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.

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