

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



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

SCAN HERE



PPMP-2022-0823-57168

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2023

Unit/Office/Dept/Div: **Office of the Head of Alumni and Community Relations**
 Project Code: **ACRO 2023**
 Purpose: **OFFICE USE**

Total Budget : **64,266.55**
 Funding : **GF-MOOE**
 PPMP #: **63-5-299-2023-7-0-0**

| 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 |
| Construction and Electrical Supplies | | | | | | | | | | | | | | | | |
| Grass cutter set | 1 | pc | 14,999.00 | 14,999.00 | 1 | | | | | | | | | | | |
| Sub-Total | | | | 14,999.00 | | | | | | | | | | | | |
| Fuel & Lubricants | | | | | | | | | | | | | | | | |
| Gasoline, Premium | 60 | liter | 55.00 | 3,300.00 | 20 | | | 20 | | | 20 | | | | | |
| Sub-Total | | | | 3,300.00 | | | | | | | | | | | | |
| IT Supplies and Equipment | | | | | | | | | | | | | | | | |
| Ink, Epson 003,Genuine Black 65mL | 15 | btl | 350.00 | 5,250.00 | 15 | | | | | | | | | | | |
| Ink, EPSON 003,Genuine Cyan 65mL | 10 | btl | 350.00 | 3,500.00 | 10 | | | | | | | | | | | |
| Ink, EPSON 003,Genuine Magenta 65mL | 10 | btl | 350.00 | 3,500.00 | 10 | | | | | | | | | | | |
| Ink, EPSON 003,Genuine Yellow 65mL | 10 | btl | 350.00 | 3,500.00 | 10 | | | | | | | | | | | |
| Sub-Total | | | | 15,750.00 | | | | | | | | | | | | |
| Office Furniture & Fixture | | | | | | | | | | | | | | | | |
| Metal filing shelves, open, 4 layers | 1 | unit | 10,000.00 | 10,000.00 | 1 | | | | | | | | | | | |
| Sub-Total | | | | 10,000.00 | | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | | | | |
| Paper, Bond, A4, S-24, 80 gsm | 40 | reams | 289.00 | 11,560.00 | 20 | | | 20 | | | | | | | | |
| Pen, Ball, blue | 46 | pieces | 10.00 | 460.00 | 26 | | | 20 | | | | | | | | |
| Pen, Sign, .5mm, Gel-type, Blue | 24 | piece | 35.00 | 840.00 | 24 | | | | | | | | | | | |
| Record Book, Big, 300 pages | 3 | pcs | 110.00 | 330.00 | 3 | | | | | | | | | | | |
| Tape, Duct, 2" x 25m, Black/Grey | 1 | rolls | 180.00 | 180.00 | 1 | | | | | | | | | | | |
| Glue Stick, All-purpose, at least 21g | 2 | pcs | 55.00 | 110.00 | 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 |
| Glue, Multi-Purpose, White, at least 130g (118mL) | 2 | btls | 78.00 | 156.00 | 2 | | | | | | | | | | | |
| Glue Pen, Clear, 50mL | 2 | tubes | 25.00 | 50.00 | 2 | | | | | | | | | | | |
| Tape, Double Sided, 1" x 10m | 2 | rolls | 35.00 | 70.00 | 2 | | | | | | | | | | | |
| Pen, Permanent Marker, JUMBO black | 1 | pieces | 120.00 | 120.00 | 1 | | | | | | | | | | | |
| Pen, Permanent Marker, JUMBO green | 1 | pieces | 120.00 | 120.00 | 1 | | | | | | | | | | | |
| Pen, Permanent Marker, JUMBO red | 1 | pieces | 120.00 | 120.00 | 1 | | | | | | | | | | | |
| Alcohol, Ethyl, 70% solution, 500mL | 4 | btls | 125.00 | 500.00 | 4 | | | | | | | | | | | |
| Folder, Pressboard, US, Yellow, Long | 100 | pieces | 30.00 | 3,000.00 | 40 | | | 30 | | | 30 | | | | | |
| Folder, File, Long, 14pts, White | 50 | piece | 10.00 | 500.00 | 25 | | | 25 | | | | | | | | |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) | 10 | pcs | 195.00 | 1,950.00 | 10 | | | | | | | | | | | |
| Clear Book Refills, Legal (10pcs/set) | 3 | sets | 42.00 | 126.00 | 3 | | | | | | | | | | | |
| Envelope, Document, Brown, 150 lbs, Short | 5 | pc | 5.00 | 25.00 | 5 | | | | | | | | | | | |
| Sub-Total | | | | 20,217.00 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Grand Total | | | | 64,266.00 | | | | | | | | | | | | |

Prepared by: _____

ANICETA M. LUMACAD

Noted by: _____

ELSIE E. SALAMAT
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES *ACRO-GRASS*
Head, Budget Office

Date: **08/23/2022**

<> *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