

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



7-5-1957-2022-7-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Department of Development Communication

Project Code: DDC-2022

Purpose: for office use

Total Budget : 104,000.00

Funding : GF-MOOE

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
IT Supplies and Equipment																
Ink, Epson 003, Genuine Black 65mL	6	btl	350.00	2,100.00	6											
Ink, EPSON 003, Genuine Magenta 65mL	1	btl	350.00	350.00	1											
Ink, EPSON 003, Genuine Yellow 65mL	1	btl	350.00	350.00	1											
Computer Monitor 24" , IPS	1	set	7,500.00	7,500.00	1											
Sub-Total				10,300.00												
Office Equipment																
Paper shredder machine, heavy duty	1	pieces	6,000.00	6,000.00	1											
Air Condition Non-Inverter Window type 0.5HP, Standard size	2	unit	14,500.00	29,000.00	2											
Sub-Total				35,000.00												
Office Furniture & Fixture																
Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	2	pieces	11,000.00	22,000.00	2											
Sub-Total				22,000.00												
Office Supplies																
Paper Cutter, wood, A4 size	1	piece	625.00	625.00	1											
Alcohol, Ethyl, 70% solution, 500mL	24	btl	125.00	3,000.00	24											
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00	10											
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00	1											
Rubber Mat	2	meter	175.00	350.00	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
Fiber Doormat	4	pc	150.00	600.00	4											
Staple Wire, #35	10	boxes	30.00	300.00	10											
Pen, Whiteboard Marker, black	3	pieces	50.00	150.00	3											
Pen, Whiteboard Marker, blue,	3	pieces	50.00	150.00	3											
Office Visitor's Chair	10	pcs	2,800.00	28,000.00	10											
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	2											
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00	1											
Sub-Total				35,290.00												
Grand Total				102,590.00												

Prepared by:  **LIZA ANN C. JAGONOS**

Noted by:  **CHRISTINA A. GABRILLO**
Unit Head/Project Leader

Funds Available:  **MYRNA S. PANCITO**
Head, Budget Office

Date: 08/26/2021

*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