

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



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



**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2023**

Unit/Office/Dept/Div: **Admissions Office**

Project Code: **2023-OHA**

Purpose: **For office use.**

Total Budget : **22,790.70**

Funding : **GF-MOOE**

PPMP #: **86-5-2830-2023-2-0-1**

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>Construction and Electrical Supplies</b>																
Stand Fan, 405 mm diameter, 220 volts	1	unit	2,500.00	2,500.00			1									
<b>Sub-Total</b>				<b>2,500.00</b>												
<b>Fuel &amp; Lubricants</b>																
Gasoline (Unleaded) - For VSU Fuel Station	31	liters	85.00	2,635.00			10	10	11							
<b>Sub-Total</b>				<b>2,635.00</b>												
<b>Office Supplies</b>																
Stapler, HD No.35	1	pc	350.00	350.00			1									
Scotch Tape	4	pcs	30.00	120.00			4									
Masking Tape, 1"	4	rolls	60.00	240.00			4									
Tape, Double Sided, 1" x 10m	4	rolls	35.00	140.00			4									
Scissors, 6" heavy duty, good quality	1	piece	68.00	68.00			1									
Puncher, 2 holes, heavy duty	1	pieces	315.00	315.00			1									
Pen, Whiteboard Marker, blue,	10	pieces	50.00	500.00			10									
Paper Cutter, wood, A4 size	1	piece	625.00	625.00			1									
<b>Sub-Total</b>				<b>2,358.00</b>												
<b>Grand Total</b>				<b>7,493.00</b>												

Prepared by:

**RUBELYN P. FERNANDEZ**

Noted by:

**RAYMUND M. IGCASAMA**  
 Unit Head/Project Leader

Noted By:

**ALICIA M. FLORES**  
 Head, Budget Office

Date: **03/24/2023**

<> \*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