

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



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

SCAN HERE



PPMP-2023-1221-165015

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2024**

Unit/Office/Dept/Div: **Visca Educational Foundation Incorporated**

Project Code: **VFES/Elementary**

Purpose: **For procurement of office supplies**

Total Budget : **35,000.00**

Funding : **STF**

PPMP #: **199-1-1914-2024-11-0-0**

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>Construction and Electrical Supplies</b>																
LED Bulb, 5 watts	6	pcs	130.00	780.00				6								
<b>Sub-Total</b>				<b>780.00</b>												
<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	3	btl	350.00	1,050.00				3								
Ink, EPSON 003,Genuine Magenta 65mL	3	btl	350.00	1,050.00				3								
Ink, EPSON 003,Genuine Yellow 65mL	3	btl	350.00	1,050.00				3								
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00				5								
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00				5								
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00				5								
Ink, Epson, genuine, (BK) T664, 70 ml	5	pieces	350.00	1,750.00				5								
<b>Sub-Total</b>				<b>11,900.00</b>												
<b>Office Supplies</b>																
Bleach, cleaner, 1 gal.	1	gallons	220.00	220.00				1								
Cartolina, Vellum, White, at least 180gsm	15	pcs	35.00	525.00				15								
Class Record (School Register), Long, DepEd (K-12)	15	pcs	60.00	900.00				15								
Paper, Bond, A4, S-20, 70 gsm	35	reams	253.00	8,855.00				35								
Paper, Bond, Long, S-20, 70 gsm	34	reams	286.00	9,724.00				34								
Paper, Laid 8 x 11 90gsm Diamond White	1	boxes	850.00	850.00				1								
Pen, Ball, black	5	pieces	10.00	50.00				5								
Pen, Ball, blue	10	pieces	10.00	100.00				10								

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Soap, Detergent, Powder, 1 kilo/pack, any scent	1	kl	150.00	150.00				1								
envelope for elementary report cards	250	pcs	1.50	375.00				250								
<b>Sub-Total</b>				<b>21,749.00</b>												
<b>Grand Total</b>				<b>34,429.00</b>												

Prepared by: CYNTHIA Y. MANZANO

Noted by: MA. RACHEL KIM L. AURE  
Unit Head/Project Leader

Noted By: ALICIA M. FLORES CTF-CD  
Head, Budget Office

Date: 12/21/2023

<> \*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