

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



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

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PPMP-2022-0530-35396

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Department of Physics**

Project Code: **DPhys 22**

Purpose: **Seminar-Workshop on Metrology and Calibration**

Total Budget : **19,500.00**

Funding : **STF**

PPMP #: **200-1-2088-2022-4-0-2**

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
<b>Accommodation</b>																
Board and Lodging for two Resource Persons	4	day	1,200.00	4,800.00						4						
<b>Sub-Total</b>				<b>4,800.00</b>												
<b>Awards &amp; Tokens</b>																
Plaque, Photocopy	2	pc	400.00	800.00						2						
<b>Sub-Total</b>				<b>800.00</b>												
<b>Food &amp; Food Ingredients</b>																
Snacks for Seminar-Workshop on Metrology and Calibration June 21-22, 2022 (AM-PM)	80	packs	50.00	4,000.00						80						
Meals-Lunch	40	packs	150.00	6,000.00						40						
Dinner June 22, 2022	3	day	150.00	450.00						3						
Breakfast June 21 & 22, 2022	6	day	130.00	780.00						6						
<b>Sub-Total</b>				<b>11,230.00</b>												
<b>Office Supplies</b>																
Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	4	pack	65.00	260.00						4						
Paper, Photo, matte finish, 146GSM, 10 shts/pack	4	pack	75.00	300.00						4						
A4 Photo Paper	4	packs	150.00	600.00						4						
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00						2						
Record Book, Big, 500 pages	2	pcs	115.00	230.00						2						
<b>Sub-Total</b>				<b>1,540.00</b>												
<b>Printing Services</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
Tarpaulin printing	24	sq. ft	20.00	480.00						24						
<b>Sub-Total</b>				<b>480.00</b>												
<b>Grand Total</b>				<b>18,850.00</b>												

Prepared by:   
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Noted by:   
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Unit Head/Project Leader

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

Date: **06/03/2022**

\*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