

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2022-0830-58478

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Accounting Office**
Project Code: **ACCOUNTING-2023**
Purpose: **For office use**

Total Budget : **150,000.00**
Funding : **GF-MOOE**
PPMP #: **72-5-123-2023-7-0-0**

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
IT Supplies and Equipment																
Computer Monitor 24", IPS	1	set	10,000.00	10,000.00			1									
External Hard Disk Drive, (Portable 500GB), USB 3.0	2	piece	3,500.00	7,000.00			2									
Ink, Epson 003, Genuine Black 65mL	18	btls	350.00	6,300.00		12	6									
UPS, 1000 VA	2	unit	3,000.00	6,000.00			2									
Flash Drive, 16 GB capacity	2	pc	200.00	400.00		2										
Desktop Computer (w/o Monitor), Core i3 11th Gen	1	unit	24,000.00	24,000.00			1									
Sub-Total				53,700.00												
Office Furniture & Fixture																
Office chair, with arm rest	2	pc	5,000.00	10,000.00			2									
Two-doors cabinet	1	unit	11,500.00	11,500.00			1									
Sub-Total				21,500.00												
Office Supplies																
Bathroom Deodorizer, with holder, at least 100g, any scent	2	pcs	80.00	160.00			2									
Alcohol, Ethyl, 70% solution, 500mL	36	btls	125.00	4,500.00	18		18									
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00			1									
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00		2										
Cleaner, Glass, 500mL, spray type, any scent	3	btls	200.00	600.00			3									
Correction Tape, 8m x 5mm wide	12	pc	40.00	480.00			12									
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00			3									

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
Duster, Feather	2	pcs	56.00	112.00			2									
Fastener, Paper, non-rust metal, 50 sets/box	12	boxes	50.00	600.00			12									
Folder, File, Long, 14pts, White	150	piece	10.00	1,500.00		100	50									
Folder, Pressboard, US, Green, Long	200	pcs	30.00	6,000.00		100	100									
Folder, Sliding, Plastic, w/ binder, Long, transparent	3	pcs	10.00	30.00			3									
Mop Rug, Heavy Duty, 100% cotton	1	pieces	90.00	90.00		1										
Mop Handle, steel	1	pieces	150.00	150.00			1									
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00			5									
Nylon Twine 1 kg white	4	roll	75.00	300.00			4									
Pail, Plastic, 10 li cap.	1	pieces	200.00	200.00			1									
Paper, Bond, A4, S-24, 80 gsm	45	reams	289.00	13,005.00		25	20									
Paper, Bond, Long, S-24, 80 gsm	30	reams	328.00	9,840.00			30									
Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	3	pads	70.00	210.00			3									
Pen, Ball, black	6	pieces	10.00	60.00			6									
Pen, Ball, blue	12	pieces	10.00	120.00			12									
Pen, Ball, red	6	pieces	10.00	60.00			6									
Puncher, Heavy Duty	2	pieces	450.00	900.00			2									
Record Book, Big, 500 pages	3	pcs	115.00	345.00			3									
Rubberband, #18, 350 gms/box	2	boxes	270.00	540.00			2									
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00			2									
Staple Wire, #35	12	boxes	30.00	360.00			12									
Tape, Transparent, 12mm x 50m	3	rolls	68.00	204.00			3									
Thumb Tacks, Small Box	1	boxes	12.00	12.00			1									
Toilet Bowl Cleaner, at least 500ml	3	btl	180.00	540.00			3									
Toilet Brush with Holder	1	set	180.00	180.00			1									
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	2	pack	56.00	112.00			2									
Floor mop with bucket, microfiber spin rotating 360	1	pc	1,500.00	1,500.00			1									
Sub-Total				45,001.00												
Grand Total				120,201.00												

Prepared by: 
NORIETA B. BUSTILLO

Noted by: 
NICK FREDDY R. BELLO
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office *#COOPMAG-10*

Date: 09/01/2022

<> *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