

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2022-0831-58857

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

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

Project Code: DDC-2023

Purpose: For office use

Total Budget: 140,000.00

Funding: GF-MOOE

PPMP #: 7-5-1957-2023-7-0-0

| 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 |
| <b>Construction and Electrical Supplies</b>                 |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Bulb, LED, 15W                                              | 12       | pieces | 300.00    | 3,600.00         | 4                                                | 4   | 4   |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                            |          |        |           | <b>3,600.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Hardware</b>                                             |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Tape, double sided with foam, 20mm x 3m                     | 5        | rolls  | 150.00    | 750.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                            |          |        |           | <b>750.00</b>    |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>IT Supplies and Equipment</b>                            |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Computer Printer, All-in-One/Multifunction Colored-Ink Tank | 2        | unit   | 14,000.00 | 28,000.00        | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Epson 001 ink, Black, 127ml, Genuine                        | 5        | btl    | 600.00    | 3,000.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Epson 001 ink, Cyan, Genuine                                | 3        | btl    | 350.00    | 1,050.00         | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Epson 001 ink, Yellow, Genuine                              | 3        | btl    | 350.00    | 1,050.00         | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson 003, Genuine Black 65mL                          | 5        | btl    | 350.00    | 1,750.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Epson 001 ink, Magenta, Genuine                             | 3        | btl    | 350.00    | 1,050.00         | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| UPS, 1000 VA                                                | 1        | unit   | 3,000.00  | 3,000.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Computer Keyboard USB                                       | 2        | pcs    | 400.00    | 800.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Mouse, Wired, Optical, USB                                  | 2        | pieces | 210.00    | 420.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Desktop Computer (i7), 11th Gen, 8GB RAM                    | 1        | unit   | 45,000.00 | 45,000.00        | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                            |          |        |           | <b>85,120.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Equipment</b>                                     |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Vacuum Cleaner                                              | 1        | unit   | 12,500.00 | 12,500.00        | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Heavy Duty Combo Binding Machine                            | 1        | unit   | 18,000.00 | 18,000.00        | 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 |
| Laminator Machine, A3                                                                                                                                  | 1        | unit  | 5,000.00  | 5,000.00          | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                                                                                                       |          |       |           | <b>35,500.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                                                                                                                 |          |       |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                                                                                                                          | 20       | reams | 289.00    | 5,780.00          | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Foam, Double Sided, 1" x 5m                                                                                                                      | 5        | rolls | 100.00    | 500.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Transparent Tape (1")                                                                                                                                  | 5        | rolls | 25.00     | 125.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| 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                                                |     |     |     |     |     |     |     |     |     |     |     |
| Received Stamp with Office Name                                                                                                                        | 1        | unit  | 500.00    | 500.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Isopropyl, 70% solution, 500mL                                                                                                                | 20       | btl   | 140.00    | 2,800.00          | 8                                                | 8   | 4   |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box                                                                                              | 5        | boxes | 20.00     | 100.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box                                                                                              | 5        | boxes | 70.00     | 350.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box                                                                                            | 5        | boxes | 13.00     | 65.00             | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Stapler Flat clinch Standard Half strip                                                                                                                | 2        | piece | 700.00    | 1,400.00          | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)                                                     | 10       | piece | 140.00    | 1,400.00          | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Duster, Feather                                                                                                                                        | 3        | pcs   | 56.00     | 168.00            | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                                                                                                       |          |       |           | <b>14,688.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                                                                                                                     |          |       |           | <b>139,658.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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

Noted by:  **EDITHA G. CAGASAN**  
Unit Head/Project Leader

Noted By:  **ALICIA M. FLORES**  
Head, Budget Office **Dec-21**

Date: **08/31/2022**

<> \*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PMP 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