

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



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

SCAN HERE

Budget



PPMP-2023-0731-134549

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2024**

Unit/Office/Dept/Div: **College of Management & Economics**

Project Code: **CME Funds**

Purpose: **Office use**

Total Budget : **150,000.00**

Funding : **GF-MOOE**

PPMP #: **38-5-1513-2024-6-0-0**

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>Food &amp; Food Ingredients</b>																
Packed Meals for Lunch (200.00)	30	packs	200.00	6,000.00	30											
Snacks PM (#9)	50	pack	80.00	4,000.00	50											
Snacks AM	50	set	80.00	4,000.00	50											
<b>Sub-Total</b>				<b>14,000.00</b>												
<b>Hardware</b>																
Raincoat, Jacket & Pants, Extra Large, Transparent	1	pair	350.00	350.00	1											
<b>Sub-Total</b>				<b>350.00</b>												
<b>IT Supplies and Equipment</b>																
Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	3	tube	1,500.00	4,500.00	3											
Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	3	tube	1,500.00	4,500.00	3											
Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	3	tube	1,500.00	4,500.00	3											
Ink, EPSON T9481 XL for WF-C878R Printer, Black	3	tube	1,500.00	4,500.00	3											
<b>Sub-Total</b>				<b>18,000.00</b>												
<b>Office Supplies</b>																
Pen, Highlighter, orange	2	pieces	46.00	92.00	2											
Pen, Sign, .5mm, Gel-type, Black	20	piece	35.00	700.00	20											
Pen, Sign, .5mm, Gel-type, Blue	30	piece	35.00	1,050.00	30											
Pen, Sign, .5mm, Gel-type, Red	5	piece	35.00	175.00	5											
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00	20											
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	5	pieces	90.00	450.00	5											



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
Sign pen, Fine Tech, 0.3mm. blue	5	pieces	30.00	150.00	5											
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00	20											
Envelope, Expanding, with garter tie, brown, long	20	pc	15.00	300.00	20											
Envelope, Expanding, with garter tie, violet, long	10	pc	15.00	150.00	10											
Envelope, Expanding, Plastic, Long, with Handle	5	pcs	100.00	500.00	5											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	50											
Glue, Multi-Purpose, White, at least 454g (473mL)	3	btls	495.00	1,485.00	3											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	4	tubes	220.00	880.00	4											
Alchol, Isopropyl, 70% solution, 500mL, pump type	5	btls	250.00	1,250.00	5											
Tissue, Bathroom, 2 Ply, 12rolls/pack	20	pack	204.00	4,080.00	20											
Facial Tissue 3-Ply 260 Pulls	5	packs	150.00	750.00	5											
Fastener, Paper, non-rust metal, 50 sets/box	3	boxes	50.00	150.00	3											
Sticky Note, 2 x 3, Yellow	10	pads	79.00	790.00	10											
Sticky Note, 3 x 4, Yellow	10	pads	140.00	1,400.00	10											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	10	pack	40.00	400.00	10											
Sign Here Sticky Notes	10	pack	59.00	590.00	10											
PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	5	box of 50's	25.00	125.00	5											
Paper Clips Small Vinyl (50mm)	5	Box of 100's	40.00	200.00	5											
Pin, Push, hammerhead type, asstd colors 50s/pack	5	boxes	35.00	175.00	5											
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	20.00	100.00	5											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	30.00	150.00	5											
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	10	pack	56.00	560.00	10											
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	10	pack	40.00	400.00	10											



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
Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	10	pack	25.00	250.00	10											
Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	10	pack	85.00	850.00	10											
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00	5											
Tape, Double Sided, 1" x 10m	5	rolls	45.00	225.00	5											
Tape, Double Sided, 3/4" x 10m	5	rolls	26.00	130.00	5											
Tape, Foam, Double Sided, 1" x 5m	5	rolls	100.00	500.00	5											
Tape, Gummed, 2" x 125m	5	rolls	230.00	1,150.00	5											
Tape, Masking, 1/2" x 25 yards	5	rolls	25.00	125.00	5											
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	75.00	375.00	5											
Tape, Magic, 12mm x 50m	5	rolls	196.00	980.00	5											
Thumb Tacks, Small Box	5	boxes	12.00	60.00	5											
Soap, Dishwashing Liquid Refill, 375ml	5	packs	200.00	1,000.00	5											
Soap, Dishwashing, Liquid, 250mL	2	btls	150.00	300.00	2											
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	80.00	800.00	10											
Toilet Bowl Cleaner, at least 1 gallon	2	gal	395.00	790.00	2											
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	5	btls	120.00	600.00	5											
Broom and Dustpan Set	1	set	600.00	600.00	1											
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	10											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	20	pack	250.00	5,000.00	20											
Cleaner, Glass, 500mL, spray type, any scent	2	btls	200.00	400.00	2											
Disinfectant Cleaner, multi-surface, scented	2	gal	420.00	840.00	2											
Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	2	pack	785.00	1,570.00	2											
Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	2	pack	785.00	1,570.00	2											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	125.00	250.00	2											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	115.00	230.00	2											
<b>Sub-Total</b>				<b>40,027.00</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
Grand Total				72,377.00												

Prepared by: \_\_\_\_\_

**GEECEL F. GALVEZ**

Noted by: \_\_\_\_\_

**MOISES NEIL V. SERIÑO**  
Unit Head/Project Leader

Noted By: \_\_\_\_\_

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

Date: **07/31/2023**

<> \*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