

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



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

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PPMP-2022-0901-59309

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Unit/Office/Dept/Div: **Office of the Dean of Students**

Project Code: **OFFICE OF THE DEAN OF STUDENTS**

Purpose: **FOR OFFICE SUPPLY USE FOR THE YEAR 2023**

Total Budget : **46,000.00**

Funding : **GF-MOOE**

PPMP #: **186-5-1551-2023-8-0-5**

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
IT Supplies and Equipment																
CPU (Central Processing Unit)	1	pc	15,000.00	15,000.00						1						
Sub-Total				15,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00						20						
Folder, File, Long, 14pts, White	400	piece	10.00	4,000.00						400						
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00						10						
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00						2						
Facial Tissue 1 Pc 14 x 9 Cm	20	boxes	125.00	2,500.00						20						
First Aid Box or Medicine Cabinet	1	pc	800.00	800.00						1						
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3	tubes	220.00	660.00						3						
Floor Mop	2	pieces	250.00	500.00						2						
Battery, Alkaline, 9 volts	4	pcs	202.00	808.00						4						
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	125.00	1,250.00						10						
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00						10						
Wireless Microphone	1	set	5,500.00	5,500.00						1						
Folder, Ordinary, A4	300	pcs	7.00	2,100.00						300						
Sub-Total				29,528.00												

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				44,528.00												

Prepared by: _____

JUNARD C. GUCELA

Noted by: _____

MANOLO B. LORETO JR.

Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES

Head, Budget Office

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