

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
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfibre mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00	1											
Envelope, Expanding, Kraft board, w/ garter tie, Legal	10	pcs	14.00	140.00	10											
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00	1											
Envelope, Expanding, with garter tie, green, long	25	pc	15.00	375.00				25								
Folder, Ordinary, A4	500	pcs	7.00	3,500.00	250			250								
Folder, Pressboard, US, Green, Long	10	pcs	30.00	300.00	10											
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00	1											
Soap, Toilet, guest size	10	pieces	15.00	150.00	5			5								
Soap, hand, liquid, 250 ml	5	btls	90.00	450.00	5											
Pen, Ball, blue	50	pieces	10.00	500.00	25			25								
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1	pack	250.00	250.00	1											
Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)	1	pcs	396.00	396.00	1											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	15	boxes	20.00	300.00	15											
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	10	boxes	70.00	700.00	5			5								
Battery, Alkaline, Size: C, 2pcs/pack	1	pack	95.00	95.00	1											
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00	12											
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00	1											
Stamping Pad size 2	1	pieces	155.00	155.00	1											
Tape, Masking, 1" x 25 yards	6	rolls	48.00	288.00	6											
Tape, Masking, 2" x 25 yards	6	rolls	95.00	570.00	6											
Ink, Epson Premium Dye Ink, 1 liter, black	1	btls	1,700.00	1,700.00	1											
Sub-Total				24,944.00												
Grand Total				26,144.00												

Prepared by: Mariam M. Luna

Manolo B. Loreto

Noted by:

MANOLO B. LORETO
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: 10/15/2020

*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.



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Unit/Office/Dept/Div: University Student Services Office
Project Code: USSO/ODS 2021
Purpose: Office Supplies

Total Budget : 26,171.88

Funding : GF-MOOE

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

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