

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



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

SCAN HERE



PPMP-2023-0811-137358

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Director for Instruction and Evaluation**

Project Code: **IEO-2024**

Purpose: **These are needed for the office.**

Total Budget : **65,000.00**

Funding : **GF-MOOE**

PPMP #: **154-5-534-2024-7-0-0**

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
Construction and Electrical Supplies																
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long *	2	pc	500.00	1,000.00	2											
Sub-Total				1,000.00												
IT Supplies and Equipment																
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1	unit	14,000.00	14,000.00	1											
UPS, 1000 VA	1	unit	3,000.00	3,000.00	1											
Power Supply, 700W Generic	2	pc	700.00	1,400.00	1			1								
Sub-Total				18,400.00												
Office Supplies																
Puncher, 2 holes, heavy duty	4	pieces	315.00	1,260.00	4											
Puncher, plier-type	2	pc	380.00	760.00	2											
Fastener, Paper, plastic, 50 sets/box	50	boxes	38.00	1,900.00	50											
Envelope, Expanding, with garter tie, blue, long	100	pc	15.00	1,500.00	100											
Tape, Double Sided, 2" x 10m	20	rolls	120.00	2,400.00	20											
Tape, Foam, Double Sided, 1" x 5m	10	rolls	100.00	1,000.00	10											
Staple wire remover	5	pieces	40.00	200.00	5											
Stapler, HD No.35	4	pc	350.00	1,400.00	4											
Record Book, Big, 500 pages	32	pcs	115.00	3,680.00	32											
Pilot G-2 05, Blue, 0.5mm	20	piece	75.00	1,500.00	20											
Pen, pentel, pilot, (assorted colors)	6	pcs	75.00	450.00	6											

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
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00	5											
Alcohol, Isopropyl, 70% solution, 500mL	20	btls	140.00	2,800.00	20											
Furniture Polish	20	btls	350.00	7,000.00	10			10								
Folder, Pressboard, US, Blue, Long	150	pieces	30.00	4,500.00	150											
Folder, Pressboard, US, Green, Long	150	pcs	30.00	4,500.00	150											
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00	12											
Envelope, Expanding, Plastic, Long	100	pc	54.00	5,400.00	100											
Folder, File, Long, 14pts, White	60	piece	10.00	600.00	30			30								
Staple Wire, #35	30	boxes	35.00	1,050.00	15			15								
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00	10											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00	10											
Dishwashing Liquid Soap, Refill 350ml	10	pack	120.00	1,200.00	10											
Sub-Total				45,600.00												
Grand Total				65,000.00												

Prepared by:

RAFAEL B. VERGARA JR.

Noted by:

MA. RACHEL KIM L. AURE
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: **08/11/2023**

<> *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