

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **College of Nursing**
 Project Code: **ISR.CON.0822-0723.02**
 Purpose: **supplies**

Total Budget : **3,900.00**
 Funding : **STF**
 PPMP #: **39-1-2095-2023-7-0-6**



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
IT Supplies and Equipment																
Keyboard And Mouse Combo Bundle, USB powered	1	set	600.00	600.00								1				
Sub-Total				600.00												
Office Supplies																
Pen, Ball, blue	10	pieces	10.00	100.00								10				
STICKY NOTES 2 X 3 ASSORTED COLORS	1	pad	79.00	79.00								1				
STICKY NOTE 3 X 3 ASSORTED COLORS	1	pad	79.00	79.00								1				
STICKY NOTES 3 X 4 ASSORTED COLORS	1	pad	79.00	79.00								1				
Sticky Note, 3x5 Colored	1	pads	50.00	50.00								1				
Scissors, 6" heavy duty, good quality	1	piece	68.00	68.00								1				
Puncher, 2 holes, heavy duty	2	pieces	315.00	630.00								2				
Pen Sign 0.7mm Gel type, blue	5	pc	49.00	245.00								5				
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00								1				
Staple wire remover	3	pieces	40.00	120.00								3				
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00								2				
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00								2				
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	5	packs	38.00	190.00							5					
Sub-Total				3,110.00												

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Grand Total</i>				3,710.00												

Prepared by: _____

CHARITA D. BARBOSA

Noted by: _____

JANET ALEXIS A. DE LOS SANTOS

Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES

Head, Budget Office

Date: **08/07/2023**

<> *Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGF, 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