

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



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

SCAN HERE



PPMP-2023-0814-137808

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2024**

Unit/Office/Dept/Div: **Performance Management and Rewards & Recognition Office**

Project Code: **PMRRO-2024**

Purpose: **office**

Total Budget : **30,000.00**

Funding : **GF-MOOE**

PPMP #: **221-5-176-2024-7-0-0**

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
<b>IT Supplies and Equipment</b>																
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00		4			4				2			
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00		1			1							
Ink, EPSON 003,Genuine Magenta 65mL	2	btl	350.00	700.00		1			1							
Ink, EPSON 003,Genuine Yellow 65mL	2	btl	350.00	700.00		1			1							
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00		1										
Wireless Optical Mouse	1	pcs	1,000.00	1,000.00		1										
Surge suppressor 6 outlets	1	unit	600.00	600.00		1										
Ink, Epson, 001, Genuine Black 127ml, C13T03Y100	2	pieces	650.00	1,300.00		1			1							
Ink, Epson 001, Genuine Magenta 70ml, SKU: C13T03Y300	1	pieces	350.00	350.00		1										
Ink, Epson 001, Genuine Yellow 70ml, SKU: C13T03Y400	1	pieces	350.00	350.00		1										
Ink, Epson 001, SKU: Genuine Cyan 70ml, SKU: C13T03Y200	1	pieces	350.00	350.00		1										
<b>Sub-Total</b>				<b>13,750.00</b>												
<b>Office Supplies</b>																
Cartolina, US, Black, at least 160gsm	10	pcs	14.00	140.00		5			5							
Cartolina, US, Blue, at least 160gsm	10	pcs	14.00	140.00		5			5							
Cartolina, US, Brown, at least 160gsm	10	pcs	14.00	140.00		5			5							
Cartolina, US, Gold, at least 160gsm	10	pcs	14.00	140.00		5			5							
Cartolina, US, Green, at least 160gsm	10	pcs	14.00	140.00		5			5							
Cartolina, US, Neon Orange, at least 160gsm	10	pcs	14.00	140.00		5			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
Cartolina, US, Neon Pink, at least 160gsm	10	pcs	14.00	140.00		5			5							
Cartolina, US, Neon Red, at least 160gsm	10	pcs	14.00	140.00		5			5							
Cartolina, US, White, at least 160gsm	10	pcs	14.00	140.00		5			5							
Envelope, Document, Brown, 150 lbs, Short	75	pc	5.00	375.00		30			20				25			
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00		10			10				10			
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00		10			10							
Glue Gun, Small (approx. 4x12x 18cm)	1	pcs	185.00	185.00		1										
Glue Stick, Small, for Glue Gun	5	pcs	7.00	35.00		5										
Hand Towel, cloth, cotton, 12 pcs/pack	1	pack	258.00	258.00		1										
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	1	unit	6,800.00	6,800.00		1										
Computer/Paint Brush, 1.5"	9	piece	25.00	225.00		5			4							
Paper, Bond, Long, S-24, 80 gsm	8	reams	328.00	2,624.00		5			3							
Paper, Bond, A4, S-24, 80 gsm	13	reams	289.00	3,757.00		10			3							
Folder, File, Long, 14pts, White	22	piece	10.00	220.00		15			7							
<b>Sub-Total</b>				<b>16,249.00</b>												
<b>Grand Total</b>				<b>29,999.00</b>												

Prepared by:

**MIRIAM M. DELA TORRE**

Noted by:

**MIRIAM M. DELA TORRE**  
Unit Head/Project Leader

Noted By:

**ALICIA M. FLORES**  
Head, Budget Office *Cancel '24*

Date: **08/14/2023**

<> \*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



**ADVICE OF SUB-ALLOTMENT  
CY 2023**

**February 21, 2023**

Major Final Output : **GASS**

Dept./Office/Center: **OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND  
REWARDS & RECOGNITION**

The following allotments are made available in support to programs and projects for the Calendar Year 2023. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

**Breakdown:**


Supplies	34,893.99
Travel	3,533.57
Fuel	7,155.48
Semi-Expendable Supplies	4,416.96
<b>TOTAL</b>	<b>50,000.00</b>

**Note:**

It is advised that you follow the above figures under its corresponding account titles.

Prepared By:

  
**ALICIA M. FLORES**

 **OIC Head of the Budget Office**

Noted By:

  
**LOUELLA C. AMPAC**

**Financial Management Director**