



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



15-548-2021-7-0-5

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Department of Pure and Applied Chemistry
Project Code: DPAC-GF-2022
Purpose: For office use

Total Budget : 13,678.00
Funding : GF-MOOE

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																
Flash Drive, at least 32GB USB 3.0	1	piece	800.00	800.00		1										
Ink, Epson 003,Genuine Black 65mL	5	btl	350.00	1,750.00				5								
Ink, EPSON 003,Genuine Cyan 65mL	3	btl	350.00	1,050.00				3								
Ink, EPSON 003,Genuine Magenta 65mL	3	btl	350.00	1,050.00				3								
Ink, EPSON 003,Genuine Yellow 65mL	3	btl	350.00	1,050.00				3								
Ink, Brother LC-539XL, Cyan	1	pc	470.00	470.00					1							
Sub-Total				6,170.00												
Office Supplies																
Acetate, transparent, guage #3, approx. 50m/roll	1	rolls	880.00	880.00		1										
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3	tubes	220.00	660.00			3									
Alcohol, Isopropyl, 70% solution, 500mL	10	btl	140.00	1,400.00			10									
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00		5										
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00		5										
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	3	boxes	20.00	60.00				3								
Envelope, Expanding, with garter tie, blue, long	10	pc	15.00	150.00				10								
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00					1							
Fastener, Paper, plastic, 50 sets/box	3	boxes	38.00	114.00		3										
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00			10									



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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
Sub-Total				7,389.00												
Grand Total				13,559.00												

Prepared by: THELMA P. APAS

Noted by: ELIZABETH S. QUEVEDO
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Head, Budget Office

Date: 08/17/2021

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, 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