

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



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

SCAN HERE



PPMP-2023-0814-137749

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Recruitment Selection Placement and Personnel Records Office

Project Code: RSPPRO 2024

Purpose: OFFICE USE

Total Budget : ~~61,024.00~~ ^{or} 59,977.00

Funding : GF-MOOE

PPMP #: 220-5-1237-2024-7-0-0

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
IT Supplies and Equipment																
UPS, at least 800 watts	3	unit	5,000.00	15,000.00		3										
Headset with Noise Cancelling Mic	2	unit	1,800.00	3,600.00		2										
Ink, Epson 003,Genuine Black 65mL	15	btl	350.00	5,250.00		5		5	5							
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00		5										
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00		5										
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00		5										
Sub-Total				29,100.00												
Office Supplies																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	1	pcs	200.00	200.00		1										
Alcohol, Ethyl, 75% solution, 1 gallon	2	gallon	650.00	1,300.00		1				1						
Pen, Sign, .5mm, Gel-type, Blue	5	piece	35.00	175.00		1			1	1		1			1	
Ballpen 50 Pieces, Blue	1	box of 50's	500.00	500.00		1										
Pen, Highlighter, yellow	2	pieces	45.00	90.00		1			1							
Pen, Highlighter, orange	2	pieces	46.00	92.00		1			1							
Bleach, cleaner, 1 gal.	1	gallons	220.00	220.00		1										
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00		1			1	1		1		1		
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00		1			1	1	1		1			
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00		1		1		1	1			1		

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
Envelope, Expanding, with garter tie, green, long	12	pc	15.00	180.00		5			5			2				
Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	1	pack	330.00	330.00		1										
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00		2			2		1					
Folder, Pressboard, US, Blue, Long	20	pieces	30.00	600.00		5			5		5			5		
Folder, Pressboard, US, Green, Long	20	pcs	30.00	600.00		5		5		5	5					
Glue Gun, Big (approx. 7x18x 28cm)	1	pcs	355.00	355.00		1										
Glue Stick, Big, for Glue Gun	5	pieces	10.00	50.00		2			2			1				
Ink, for stamp pad, violet, 30mL, w/ applicator	3	btls	35.00	105.00		1	1	1								
Paper, Bond, A4, S-24, 80 gsm	60	reams	289.00	17,340.00		30			30							
Paper, Bond, Long, S-24, 80 gsm	17	reams	328.00	5,576.00		5			5			5	2			
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1	pack	250.00	250.00		1										
Pencil, Lead, #2, w/ eraser	11	pieces	10.00	110.00		5			6							
Ribbon, Typewriter, black	2	rolls	45.00	90.00		2										
Record Book, Big, 300 pages	2	pcs	110.00	220.00		2										
Folder, Expanded, Long (Red Color)	20	piece	30.00	600.00		5		5			5		5			
Liquid Hand Soap, 500 ml.	2	btls	100.00	200.00		2										
Dishwashing Liquid Soap, Refill 350ml	2	pack	120.00	240.00		2										
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00		1										
Duster, Microfiber (Cotton)	2	pcs	102.00	204.00		2										
Furniture Polish	1	btls	350.00	350.00		1										
Sub-Total				30,837.00												
Grand Total				59,937.00												

Prepared by:

CARREN B. VILBAR

Noted by:

JENNIFER E. ANDO
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

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 RECRUITMENT, SELECTION,
PLACEMENT & PERSONNEL RECORDS**

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	69,787.99
Travel	7,067.14
Fuel	14,310.95
Semi-Expendable Supplies	8,833.92
TOTAL	100,000.00


Note:

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

Prepared By:

Noted By:


ALICIA M. FLORES

 **OIG Head of the Budget Office**


LOUELLA C. AMPAC

Financial Management Director