

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



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



88-5-1538-2022-1-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Unit/Office/Dept/Div: **Admissions Office**
 Project Code: **OHA-2022**
 Purpose: **office use**

Total Budget: **31,508.85**
 Funding: **GF- MOOE**

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 BY: [Signature]

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
Speaker, for PC, 2.1 (Speaker with Subwoofer)	1	pc	1,270.00	1,270.00	1											
Ink, Epson 003, Genuine Black 65mL	2	btl	350.00	700.00	1			1								
Ink, EPSON 003, Genuine Cyan 65mL	1	btl	350.00	350.00	1											
Ink, EPSON 003, Genuine Magenta 65mL	1	btl	350.00	350.00	1											
Ink, EPSON 003, Genuine Yellow 65mL	1	btl	350.00	350.00	1											
Headset, Over Ear, wired	4	sets	750.00	3,000.00	4											
Sub-Total				6,020.00												
Office Furniture & Fixture																
Office Table with Mobile Pedestal	1	pc	12,500.00	12,500.00	1											
Sub-Total				12,500.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	5	btl	125.00	625.00	2	2	1									
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00	1	1	1	1	1							
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00	2	2	2	2	2							
Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	1	pcs	520.00	520.00	1											
Soap, Dishwashing, Liquid, 250mL	3	btl	150.00	450.00	1	1	1									
Duster, Feather	1	pcs	45.00	45.00	1											
Disinfectant Spray, 340g	1	can	465.00	465.00	1											

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	1	pcs	960.00	960.00	1											
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00	1											
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00	2	2	2	2	2							
Folder, Pressboard, US, Yellow, Long	10	pieces	30.00	300.00	5	5										
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	2	2	2	2	2							
Staple Wire, #35	10	boxes	30.00	300.00	2	2	2	2	2							
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	2	1										
Sign pen, Fine Tech, 0.3mm, blue	10	pieces	30.00	300.00	2	2	2	2	2							
Folder, Ordinary, A4	60	pcs	7.00	420.00	20	20	20									
Pen, Ball, red	3	pieces	10.00	30.00	1	1	1									
Ink, Refill, for Permanent Marker, Blue, 30mL	5	btl	115.00	575.00	3	2										
Date stamp, 10 years advance or more	1	pcs	100.00	100.00	1											
Record Book, Big, 500 pages	3	pcs	115.00	345.00	3											
Sub-Total				9,747.00												
Grand Total				28,267.00												

Prepared by: [Signature]
IDA BLANZ L. ORAPA

Noted by: [Signature]
NANCY V. DUMAGUING
 Unit Head/Project Leader

Funds Available: [Signature]
MYRNA S. PANCITO
 Head, Budget Office

Date: **02/22/2021**

*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