



CY 2021

Purpose: Office Use

Total Budget	200,000.00
Funding	GF- MOOE

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental

[illegible]

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	
Office chair, with arm rest	2	pc	5,000.00	10,000.00	2												
Office Table with Mobile Pedestal	1	pc	12,500.00	12,500.00	1												
Sub-Total				47,500.00													
Office Supplies																	
Alcohol, Ethyl, 70% solution, 500mL	12	btls	125.00	1,500.00			6									6	
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6	pack	115.00	690.00								6					
Battery Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6	pack	125.00	750.00								6					
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	4	pcs	348.00	1,392.00												4	
Broom, Soft (Tambo), Large, Heavy Duty	6	pcs	250.00	1,500.00				6									
Cleaner, Glass, 500mL, any scent	3	btls	198.00	594.00									3				
Cleanser, Powder, 500g, any scent	4	btls	76.00	304.00									3			1	
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	6	box	30.00	180.00									6				
Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	1	pcs	880.00	880.00											1		
Cutter, Big, Plastic (Ordinary), w/ lock	2	pcs	30.00	60.00											2		
Cutting Mat, self-healing rubber, green, A4	2	pc	220.00	440.00			2										
Date stamp, rubber self-inking, with dater and custom text, 1" x 1-5/8"	1	pc	900.00	900.00										1			
Disinfectant Spray, 170g	4	can	280.00	1,120.00													4
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	3	boxes	46.00	138.00										3			
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	3	boxes	70.00	210.00										3			
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00									100				
Fastener, Paper, plastic, 50 sets/box	3	boxes	38.00	114.00									3				
Envelope, Expanding, with garter tie, blue, long	50	pc	15.00	750.00									50				
Sticky Note, 2 x 3, Yellow	12	pads	79.00	948.00													
Sticky Note, 3 x 3, Yellow	12	pads	84.00	1,008.00													
Glue Gun, Small (approx. 4x12x 18cm)	2	pcs	185.00	370.00									2				
Glue Stick, Small, for Glue Gun	24	pcs	7.00	168.00									24				
Glue Stick. All-purpose, at least 21g	6	pcs	55.00	330.00									6				

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
Glue, Multi-Purpose, White, at least 130g (118mL)	3	btl	78.00	234.00		3										
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	6	pcs	100.00	600.00												6
Stapler, HD No.35	2	pc	350.00	700.00									2			
Staple Wire, #35	5	boxes	30.00	150.00										5		
Staple wire remover	2	pieces	34.00	68.00										2		
Hand Towel, cloth, cotton	24	piece	15.00	360.00												24
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	2	pcs	1,500.00	3,000.00												2
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	3	pcs	240.00	720.00					3							
Paper, Bond, A4, S-20, 70 gsm	30	reams	253.00	7,590.00			15								15	
Paper, Bond, Long, S-20, 70 gsm	2	reams	286.00	572.00	2											
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	2	packs	750.00	1,500.00	2											
Index Tab, transparent self-adhesive asstd colors, 5sets/box	6	btl	65.00	390.00						6						
Sub-Total				31,230.00												
Tarpaulin Printing																
Tarpaulin printing	50	sq ft	20.00	1,000.00		10		10		10		10			10	
Sub-Total				1,000.00												
Grand Total				199,900.00												

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Funds Available: MYRNA S. PANCITO

Head, Budget Office

Date: 09/14/2020

*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