

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



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

SCAN HERE



PPMP-2023-0825-140956

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Distance Education Programs Office**

Project Code: **2024-DEPO**

Purpose: **OFFICE SUPPLIES**

Total Budget : **130,000.00**

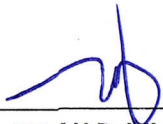
Funding : **GF-MOOE**

PPMP #: **250-5-915-2024-7-0-0**

| 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         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Cyan 65mL                      | 10       | btl   | 350.00    | 3,500.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Magenta 65mL                   | 10       | btl   | 350.00    | 3,500.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Yellow 65mL                    | 5        | btl   | 350.00    | 1,750.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Portable Trolley 15" Speaker with wireless microphone | 1        | unit  | 10,000.00 | 10,000.00        | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |       |           | <b>22,250.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Equipment</b>                               |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Laminator Machine, A3                                 | 1        | unit  | 5,000.00  | 5,000.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |       |           | <b>5,000.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Furniture &amp; Fixture</b>                 |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Senior Executive High back chair                      | 1        | pc    | 6,500.00  | 6,500.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |       |           | <b>6,500.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                         | 50       | reams | 289.00    | 14,450.00        | 25                                               |     |     | 25  |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-24, 80 gsm                       | 5        | reams | 328.00    | 1,640.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Transparency Film, A4, 100pcs/pack                    | 5        | pack  | 372.00    | 1,860.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White                      | 1000     | piece | 10.00     | 10,000.00        | 500                                              |     |     | 500 |     |     |     |     |     |     |     |     |
| Ready-Made Curtain (RMC), Maroon Color                | 13       | pc    | 450.00    | 5,850.00         | 13                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Sign, .5mm, Gel-type, Blue                       | 20       | piece | 35.00     | 700.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Gel Ink Sign Pen 0.5, blue                            | 20       | pcs   | 25.00     | 500.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Cartolina, US, Green, at least 160gsm                 | 20       | pcs   | 14.00     | 280.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |

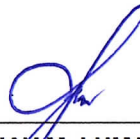
| General Description                                                                    | Quantity | Unit        | Unit Cost | Estimated Budget | Schedule/Milestone of Activities (in quantities) |     |     |     |     |     |     |     |     |     |     |     |
|----------------------------------------------------------------------------------------|----------|-------------|-----------|------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                                                                                        |          |             |           |                  | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Liquid Hand Soap, 500 ml.                                                              | 10       | btls        | 100.00    | 1,000.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Specialty 200gsm 8-1/2x11, 10s, Cream                                           | 10       | packs       | 38.00     | 380.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)                          | 10       | pack        | 85.00     | 850.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Puncher, Heavy Duty                                                                    | 1        | pieces      | 450.00    | 450.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black                                    | 1        | pcs         | 1,500.00  | 1,500.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity | 2        | pcs         | 1,400.00  | 2,800.00         | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Dust pan, plastic, stand-up handle, large                                              | 3        | pc          | 140.00    | 420.00           | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Pencil, #2, Medium, Yellow, 12pcs/box                                                  | 5        | Box of 12's | 120.00    | 600.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Eraser, Rubber, high quality                                                           | 10       | pc          | 45.00     | 450.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Isopropyl, 70% solution, 500mL                                                | 12       | btls        | 140.00    | 1,680.00         | 12                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Highlighter, yellow                                                               | 5        | pieces      | 45.00     | 225.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 2 x 3, Yellow                                                             | 4        | pads        | 79.00     | 316.00           | 4                                                |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 3 x 3, Yellow                                                             | 3        | pads        | 84.00     | 252.00           | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                                       |          |             |           | <b>46,203.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|                                                                                        |          |             |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                                                     |          |             |           | <b>79,953.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:



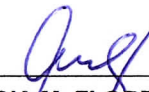
**ME-AN D. VILLAS**

Noted by:



**DEEJAY M. LUMANAO**  
Unit Head/Project Leader

Noted By:



**ALICIA M. FLORES**  
Head, Budget Office

Date: **08/30/2023**

<> \*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