

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



8-5-1093-2022-8-0-1

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Department of Consumer & Hospitality Management

Project Code: DTHM-2022-GFMOOE-02

Purpose: For office and laboratory use

Total Budget : 20,000.00

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
Office Supplies																
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	50	box	30.00	1,500.00	25						25					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	50	boxes	14.00	700.00	25						25					
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	30	boxes	13.00	390.00	15						15					
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	30	boxes	20.00	600.00	15						15					
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	30	boxes	28.00	840.00	15						15					
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	30	boxes	46.00	1,380.00	15						15					
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	50	pack	40.00	2,000.00	25						25					
Pen, Ball, black	30	pieces	10.00	300.00	30											
Pen, Ball, red	30	pieces	10.00	300.00	30											
Pen, Ball, blue	50	pieces	10.00	500.00	25						25					
Pen, Highlighter, yellow	15	pieces	45.00	675.00	15											
Pen, Highlighter, orange	15	pieces	46.00	690.00	15											
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00	1											
Ruler, Plastic, 12"	10	pieces	15.00	150.00	10											
Pencil, Lead, #2, w/ eraser	40	pieces	10.00	400.00	20						20					
Folder, Ordinary, A4	50	pcs	7.00	350.00	25						25					

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
Laminating Film, A4, 100 shts/box, 250 microns	1	box	1,430.00	1,430.00	1											
Pen, Whiteboard Marker, black	10	pieces	50.00	500.00	10											
Pen, Whiteboard Marker, blue,	10	pieces	50.00	500.00	10											
Ink, Refill, for Whiteboard Marker, Black, 30mL	2	btl	165.00	330.00	2											
Ink, Refill, for Whiteboard Marker, Blue, 30mL	2	btl	165.00	330.00	2											
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00	10											
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Single)	10	pcs	100.00	1,000.00	10											
Scissors, 6" heavy duty, good quality	6	piece	68.00	408.00	6											
Puncher, 2 holes, heavy duty	2	pieces	155.00	310.00	2											
Record Book, Big, 300 pages	2	pcs	80.00	160.00	2											
Record Book, Big, 500 pages	3	pcs	115.00	345.00	3											
Glue Gun, Big (approx. 7x18x 28cm)	1	pcs	355.00	355.00	1											
Class Record, (for College use)	20	pcs	40.00	800.00	20											
Sub-Total				19,723.00												
Grand Total				19,723.00												

Prepared by: **JAMES B. ESCUADRA** Noted by: **VENICE B. IBANEZ** Funds Available: **Alicia M. Flores** Date: **09/09/2021**
Unit Head/Project Leader Unit Head, Budget Office

*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