

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



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

SCAN HERE



PPMP-2024-0221-180184

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Graduate School**

Project Code: **GS**

Purpose: **Office use**

Total Budget : **70,000.00**


Funding : **GF-MOOE**

PPMP #: **231-5-1609-2025-1-0-0**

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>Hardware</b>																
Bulb, LED, 20 Watts	15	pc	400.00	6,000.00	8		7									
<b>Sub-Total</b>				<b>6,000.00</b>												
<b>Office Supplies</b>																
EPSON INK btl 664 black	15	btl	500.00	7,500.00	15											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	5											
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	80.00	800.00	5		5									
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	75.00	375.00	5											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	25.00	125.00	5											
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	2	packs	750.00	1,500.00	2											
Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	20	packs	50.00	1,000.00	20											
Soap, Dishwashing, Liquid, 250mL	5	btl	150.00	750.00	5											
Dishwashing Liquid Soap, Refill 350ml	5	pack	150.00	750.00	5											
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00	5											
Fastener, Paper, plastic, 50 sets/box	5	boxes	40.00	200.00	5											
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00	50											
Paper, Bond, Long, S-20, 70 gsm	3	reams	286.00	858.00	3											
Soap, Toilet, regular size	5	pieces	35.00	175.00	5											

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	5	gallon	600.00	3,000.00	5											
Detergent Soap Powder with Antibacterial, 500g	2	packs	60.00	120.00	2											
Alcohol, Isoprophyl, 70% solution, 500ml pump type	7	btls	250.00	1,750.00	7											
Sliding Paper Cutter	1	unit	2,550.00	2,550.00	1											
Rectangular Rags	10	pcs	60.00	600.00	10											
Microfiber cleaning cloths wiping rags double layer	10	pcs	25.00	250.00	10											
Envelope, Expanding, with garter tie, brown, long	50	pc	20.00	1,000.00	50											
Envelope, Expanding, with garter tie, golden yellow, short	50	pc	15.00	750.00	50											
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00	200											
A4 Photo Paper	10	packs	150.00	1,500.00	10											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	115.00	460.00	4											
<b>Sub-Total</b>				<b>42,063.00</b>												
<b>Grand Total</b>				<b>48,063.00</b>												

Prepared by:   
**MARICAR B. POSAS**

Submitted by:   
**CATHERINE C. ARRADAZA**  
Unit Head/Project Leader

{{-- Date: **02/21/2024**

\*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