

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024



Unit/Office/Dept/Div: **Legal Office**
 Project Code: **LEGAL OFFICE-2024**
 Purpose: **OFFICE USE**

Total Budget : 100,000.00
 Funding : **GF-MOOE**
 PPMP #: **209-5-2832-2024-7-0-0**

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
IT Supplies and Equipment																
All-In-One Ink Tank Printer Wi-Fi Duplex with ADF	1	unit	21,000.00	21,000.00	1											
Sub-Total				21,000.00												
Office Furniture & Fixture																
Curtain Plain Grommet Top, Matte Gold	4	pcs	300.00	1,200.00	4											
Curtain Plain Grommet Top, White	4	pcs	300.00	1,200.00	4											
Executive Table	1	unit	25,000.00	25,000.00	1											
Senior Executive High back chair, with back-rest reclining adjustment and knee tilt mechanism (TEST)	1	pc	5,500.00	5,500.00	1											
Sub-Total				32,900.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00	20											
Sign pen, Fine Tech, 0.3mm, blue	100	pieces	30.00	3,000.00	100											
Sub-Total				15,340.00												
Grand Total				69,240.00												

Prepared by: **CECILIA F. PABLO**

Noted by: **RYSAN C. GUINOCOR**
Unit Head/Project Leader

Noted By: **ALICIA M. FLORES**
Head, Budget Office

Date: **08/17/2023**

<> *Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PMP 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