

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



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



157-5-815-2021-1-0-0

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2021**

Unit/Office/Dept/Div: **Office of the Director of the Center for Continuing Education**

Project Code: **CCE-2021**

Purpose: **For office use and maintenance**

Total Budget : **100,000.00**

Funding : **GF- MOOE**

| 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 |
| <b>Construction and Electrical Supplies</b>          |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| Bulb, Socket, (E27)                                  | 5        | pcs    | 60.00     | 300.00           | 5   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                     |          |        |           | <b>300.00</b>    |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Hardware</b>                                      |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| Bulb, LED, 9W  | 10       | piece  | 150.00    | 1,500.00         | 10  |     |     |     |     |     |     |     |     |     |     |     |
| Fluorescent Tube, 40 watts                           | 2        | pc     | 300.00    | 600.00           | 2   |     |     |     |     |     |     |     |     |     |     |     |
| Fluorescent Tube, 32 watts, (Circular)               | 15       | pc     | 400.00    | 6,000.00         | 15  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                     |          |        |           | <b>8,100.00</b>  |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>IT Supplies and Equipment</b>                     |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy) | 1        | unit   | 8,000.00  | 8,000.00         | 1   |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson, genuine (M) T664, 70 ml                  | 5        | pieces | 350.00    | 1,750.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson, genuine, (BK) T664, 70 ml                | 5        | pieces | 350.00    | 1,750.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson, genuine, (Y) T664, 70 ml                 | 5        | pieces | 350.00    | 1,750.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson, genuine (C) T664, 70 ml                  | 5        | pieces | 350.00    | 1,750.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                     |          |        |           | <b>15,000.00</b> |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Labor Services</b>                                |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| Aircon, Maintenance                                  | 1        | unit   | 23,000.00 | 23,000.00        | 1   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                     |          |        |           | <b>23,000.00</b> |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                               |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| Tissue, Bathroom, 2 Ply, 12rolls/pack                | 25       | pack   | 204.00    | 5,100.00         | 25  |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Isopropyl, 70% solution, 500mL              | 15       | btls   | 140.00    | 2,100.00         | 15  |     |     |     |     |     |     |     |     |     |     |     |



| 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 |
| Air Freshener, Spray, at least 280mL, Lemon/Orange Scent  | 5        | tubes  | 220.00    | 1,100.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-20, 70 gsm   | 24       | reams  | 253.00    | 6,072.00         | 24  |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-20, 70 gsm   | 10       | reams  | 286.00    | 2,860.00         | 10  |     |     |     |     |     |     |     |     |     |     |     |
| Soap, Dishwashing, Liquid, 250mL  | 2        | btls   | 150.00    | 300.00           | 2   |     |     |     |     |     |     |     |     |     |     |     |
| Bleach, Liquid, 99.9% Antibac, 3785 mL  | 3        | gallon | 250.00    | 750.00           | 3   |     |     |     |     |     |     |     |     |     |     |     |
| Bathroom Deodorizer, with holder, at least 100g, any scent  | 15       | pcs    | 60.00     | 900.00           | 15  |     |     |     |     |     |     |     |     |     |     |     |
| Mop Handle, plastic   | 2        | pieces | 120.00    | 240.00           | 2   |     |     |     |     |     |     |     |     |     |     |     |
| Mop rug, heavy duty 100% cotton   | 3        | pieces | 50.00     | 150.00           | 3   |     |     |     |     |     |     |     |     |     |     |     |
| Broom, Soft (Tambo), Large, Heavy Duty  | 2        | pcs    | 250.00    | 500.00           | 2   |     |     |     |     |     |     |     |     |     |     |     |
| Broom, Stick Broom, Tukog   | 2        | pc     | 35.00     | 70.00            | 2   |     |     |     |     |     |     |     |     |     |     |     |
| Disinfectant Cleaner, multi-surface, scented  | 5        | gal    | 300.00    | 1,500.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Soap, Detergent, Powder, 1 kilo/pack, any scent   | 5        | kl     | 105.00    | 525.00           | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Soap, hand, liquid, 250 ml  | 3        | btls   | 90.00     | 270.00           | 3   |     |     |     |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White  | 50       | piece  | 10.00     | 500.00           | 50  |     |     |     |     |     |     |     |     |     |     |     |
| Stapler, HD No.35   | 1        | pc     | 350.00    | 350.00           | 1   |     |     |     |     |     |     |     |     |     |     |     |
| Toilet Bowl and Urinal Cleaner, at least 500mL  | 10       | btls   | 125.00    | 1,250.00         | 10  |     |     |     |     |     |     |     |     |     |     |     |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) | 10       | pcs    | 100.00    | 1,000.00         | 10  |     |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, brown, long   | 28       | pc     | 15.00     | 420.00           | 28  |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack                       | 5        | pack   | 40.00     | 200.00           | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Staple Wire, #35  | 16       | boxes  | 30.00     | 480.00           | 16  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>  |          |        |           | <b>26,637.00</b> |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Transportation</b>   |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| CCE/URS/CPDE 2021 Travel  | 1        | set    | 14,953.27 | 14,953.27        | 1   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>  |          |        |           | <b>14,953.27</b> |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Vehicle Supplies</b>   |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| Diesel fuel   | 240      | liters | 50.00     | 12,000.00        | 240   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>  |          |        |           | <b>12,000.00</b> |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>  |          |        |           | <b>99,990.27</b> |   |     |     |     |     |     |     |     |     |     |     |     |



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Head, Budget Office

Date: 03/04/2021

\*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