

- ☒ Original PMP
- ☐ Revised (Changed Items, same budget)
- ☐ Supplemental



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



## PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

CY 2023

Unit/Office/Dept/Div:

Office of the Head of Learning & Development and Human Resource

Project Code:

Office Use

Purpose:

Office Use

Total Budget : 50,000.00

Funding : GF-MOOE

PMP #: 175-5-2395-2023-7-0-0

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>Office Supplies</b>																
Sticky Note, 3x5 Colored	10	pads	50.00	500.00	10											
STICKY NOTES 2 X 3 ASSORTED COLORS	10	pad	79.00	790.00	10											
STICKY NOTE 3 X 3 ASSORTED COLORS	10	pad	79.00	790.00	10											
STICKY NOTES 3 X 4 ASSORTED COLORS	10	pad	79.00	790.00	10											
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00	100											
Folder, File, Long, 14pts, White	500	piece	10.00	5,000.00	500											
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00	15											
Paper, Bond, Long, S-24, 80 gsm	15	reams	328.00	4,920.00	15											
Pencil, Lead, #2, w/ eraser	100	pieces	10.00	1,000.00	100											
Pen, Ball, blue	100	pieces	10.00	1,000.00	100											
Pen, Permanent Marker, black, broad tip	10	pieces	60.00	600.00	10											
Pen, Permanent Marker, blue, fine tip	10	pieces	60.00	600.00	10											
Pen, Permanent Marker, blue, broad tip	10	pieces	60.00	600.00	10											
Pen, Permanent Marker, black, fine tip	10	pieces	60.00	600.00	10											
Fastener, Paper, plastic, 50 sets/box	70	boxes	38.00	2,660.00	70											
Glue, Multi-Purpose, White, at least 130g (118mL)	20	btl	78.00	1,560.00	20											
Ink, for stamp pad, violet, 30mL, w/ applicator	3	btl	35.00	105.00	3											
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	10											
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00	10											
Tape, Double Sided, 2" x 10m	10	rolls	70.00	700.00	10											
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00	10											

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tape, Masking, 2" x 25 yards	10	rolls	95.00	950.00	10											
Tape, Masking, 3" x 25 yards	10	rolls	143.00	1,430.00	10											
Tape, Packaging, 2" x 100 yards, Tan	10	rolls	75.00	750.00	10											
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)	25	pcs	100.00	2,500.00	25											
Tissue, Bathroom, 2 Ply, 12rolls/pack	7	pack	204.00	1,428.00	7											
<b>Sub-Total</b>				<b>39,788.00</b>												
<b>Grand Total</b>				<b>39,788.00</b>												

Prepared by: 

**ARIANNE J. CAINTIC**

Noted by:  9/29/22

**JENNIFER E. ANDO**  
Unit Head/Project Leader

Noted By: 

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Head, Budget Office

Date: 08/30/2022

<> \*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