

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



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

SCAN HERE



PPMP-2023-0209-93900

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2023**

Unit/Office/Dept/Div: **Office of the Vice President for Admin. & Finance**  
 Project Code: **MIS MOOE 2023 (additional items)**  
 Purpose: **For office use.**


Total Budget : **87,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **59-5-2047-2023-1-0-8**

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	D
<b>IT Supplies and Equipment</b>																
Keyboard And Mouse Combo Bundle, USB powered	10	set	600.00	6,000.00				10								
UPS 800W ( for Computer)	11	unit	5,000.00	55,000.00				11								
SSD, NVMe 1TB	1	piece	7,500.00	7,500.00				1								
<b>Sub-Total</b>				<b>68,500.00</b>												
<b>Office Supplies and General Merchandise Products</b>																
Data filer box, double, 11 x 40 x 24cm	10	pcs	500.00	5,000.00				10								
Folder, File, Long, 14pts, White	50	piece	10.00	500.00				50								
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00				5								
Pen, Pentel Pen, Fine blue & black	10	pcs	50.00	500.00				10								
Pen, Sign, .5mm, Gel-type, Blue	40	piece	35.00	1,400.00				40								
Pen, Ball, blue	20	pieces	10.00	200.00				20								
Mouse Pad, Rubber	10	pad	250.00	2,500.00				10								
Scissors, 8" heavy duty, good quality	3	pieces	75.00	225.00				3								
Envelope, Expanding, with garter tie, red, short	10	pc	15.00	150.00				10								
Envelope, Expanding, with garter tie, blue, short	10	pc	11.00	110.00				10								
Envelope, Expanding, with garter tie, green, long	10	pc	15.00	150.00				10								
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	3	pcs	240.00	720.00				3								
Glue Stick, Big, for Glue Gun	20	pieces	10.00	200.00				20								
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00				10								
Binder Clip, 2-inch, 12 pcs/box	3	boxes	100.00	300.00				3								

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
Folder, Expanded, Long (Red Color)	50	piece	20.00	1,000.00				50								
Envelope, brown, ordinary, A4 size	20	pcs	10.00	200.00				20								
Kitchen paper towel	30	pack	45.00	1,350.00				30								
Alcohol, Ethyl, 70% solution, 1 gallon	3	gallons	600.00	1,800.00				3								
Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	4	pack	330.00	1,320.00				4								
<b>Sub-Total</b>				<b>18,445.00</b>												
<b>Grand Total</b>				<b>86,945.00</b>												

Prepared by:   
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Noted By:   
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Head, Budget Office

Date: 02/09/2023

<> \*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