

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



8-5-1093-2021-8-0-10

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021 2022

Unit/Office/Dept/Div: Department of Consumer & Hospitality Management

Project Code: DTHM-2022-GFMOOE-02

Purpose: For office use

Total Budget : 20,000.00

Funding : GF-MOOE

| 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>                                                          |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms                   | 50       | box    | 30.00     | 1,500.00         | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)                          | 50       | boxes  | 14.00     | 700.00           | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box                     | 30       | boxes  | 13.00     | 390.00           | 30                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box                       | 30       | boxes  | 20.00     | 600.00           | 30                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box                   | 30       | boxes  | 28.00     | 840.00           | 30                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box                   | 30       | boxes  | 46.00     | 1,380.00         | 30                                               |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack | 50       | pack   | 40.00     | 2,000.00         | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Ball, black                                                                | 30       | pieces | 10.00     | 300.00           | 30                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Ball, blue                                                                 | 50       | pieces | 10.00     | 500.00           | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Ball, red                                                                  | 30       | pieces | 10.00     | 300.00           | 30                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Highlighter, orange                                                        | 15       | pieces | 46.00     | 690.00           | 15                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Highlighter, yellow                                                        | 15       | pieces | 45.00     | 675.00           | 15                                               |     |     |     |     |     |     |     |     |     |     |     |
| Calculator, desktop-type, 12 digits, 2-way power, plastic keys                  | 1        | unit   | 530.00    | 530.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ruler, Plastic, 12"                                                             | 10       | pieces | 15.00     | 150.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pencil, Lead, #2, w/ eraser                                                     | 40       | pieces | 10.00     | 400.00           | 20                                               |     |     |     |     |     | 20  |     |     |     |     |     |
| Folder, Ordinary, A4                                                            | 50       | pcs    | 7.00      | 350.00           | 25                                               |     |     |     |     |     | 25  |     |     |     |     |     |

| 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 |
| Laminating Film, A4, 100 sheets/box, 250 microns                                                     | 1        | box    | 1,430.00  | 1,430.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Whiteboard Marker, black                                                                        | 10       | pieces | 50.00     | 500.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Whiteboard Marker, blue,                                                                        | 10       | pieces | 50.00     | 500.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Refill, for Whiteboard Marker, Black, 30mL                                                      | 5        | btl    | 165.00    | 825.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| 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) | 10       | pcs    | 100.00    | 1,000.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Scissors, 6" heavy duty, good quality                                                                | 5        | piece  | 68.00     | 340.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Puncher, 2 holes, heavy duty                                                                         | 2        | pieces | 155.00    | 310.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Record Book, Big, 300 pages                                                                          | 3        | pcs    | 80.00     | 240.00           | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Record Book, Big, 500 pages                                                                          | 3        | pcs    | 115.00    | 345.00           | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Refill, for Whiteboard Marker, Blue, 30mL                                                       | 5        | btl    | 165.00    | 825.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Glue Gun, Big (approx. 7x18x 28cm)                                                                   | 1        | pcs    | 355.00    | 355.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                                                     |          |        |           | <b>19,925.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                                                                   |          |        |           | <b>19,925.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by: JAMES B. ESCUADRA Noted by: VENICE B. IBANEZ Funds Available: ALICIA M. FLORES Date: 09/03/2021  
 Unit Head/Project Leader Head, Budget Office

\*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