

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



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

SCAN HERE



PPMP-2024-0820-217846

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Department of Business and Management**

Project Code: **DBM 2025**

Purpose: **Office supplies**

Total Budget : **169,280.00**

Funding : **STF**

PPMP #: **PPMP-2024-081424-0351**

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																
Multi Function Printer	1	unit	100,000.00	100,000.00	1											
Sub-Total				100,000.00												
Office Equipment																
Portable speaker with powerful 100W sound, built-in dynamic light show, and splash proof design.	1	unit	25,000.00	25,000.00	1											
Sub-Total				25,000.00												
Office Furniture & Fixture																
Office Table	2	pc	4,000.00	8,000.00	1								1			
Sub-Total				8,000.00												
Office Supplies																
Paper, Bond, A4, S-20, 70 gsm	85	reams	253.00	21,505.00	5	5	5	5	5	10	10	5	10	10	10	5
Paper, Bond, Long, S-20, 70 gsm	20	reams	286.00	5,720.00	2	2	2	2	2	2	2	2	2	1	1	
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00	5	5	5	5	5	5	5	5	2	2	3	3
Alcohol, Isoprophyl, 90% solution	2	gallon	600.00	1,200.00	1				1							
Sub-Total				30,175.00												
Grand Total				163,175.00												

Prepared by: _____

SHEILLO G. CATORCE

Submitted by: _____

MARK C. RATILLA
 Unit Head/Project Leader

Date: **08/20/2024**

*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