

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



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



85-5-618-2021-7-0-4

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

CY 2021

Unit/Office/Dept/Div: **University Student Services Office**  
 Project Code: **ODS-OSSGA 2021 (OFFICE OF STUDENT SCHOLARSHIPS GRANTS & AWARDS)**  
 Purpose: **For Office Use**

Total Budget : 40,000.00  
 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
IT Supplies and Equipment																
DVD+RW 8x 4.7Gb w/ndiv case	20	pieces	50.00	1,000.00											20	
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00											1	
UPS, at least 500 w	1	piece	2,550.00	2,550.00											1	
Sub-Total				7,750.00												
Office Equipment																
industrial fan	1	pc	3,500.00	3,500.00											1	
Sub-Total				3,500.00												
Office Furniture & Fixture																
Metal Storage Shelves	1	pc	7,500.00	7,500.00											1	
Zebra Roller Blinds Pleated	5	rolls	1,300.00	6,500.00											5	
Sub-Total				14,000.00												
Office Supplies																
Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	1	pcs	880.00	880.00											1	
Pen, Permanent Marker, blue, fine tip	5	pieces	60.00	300.00											5	
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00											5	
Sub-Total				1,480.00												
Grand Total				26,730.00												

Prepared by: 

**MERIAM M. LUNA**

Noted by: 

**MANOLO B. LORETO**  
Unit Head/Project Leader

Funds Available: 

**MYRNA S. PANCITO**  
Head, Budget Office

Date: 08/20/2021

\*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PPMF 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