

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



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



133-5-614-2021-2-0-2

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: *Office of the Vice President for the Student Affairs and Services*
 Project Code: *OVPSAS GF-2020*
 Purpose: *For office use.*

Total Budget : 8,000.00

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
Office Supplies																
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	6	box	30.00	180.00			3	3								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6	boxes	14.00	84.00			3	3								
Cutting Mat, self-healing rubber, green, A4	1	pc	220.00	220.00			1									
Disinfectant Cleaner, multi-surface, scented	2	gal	300.00	600.00			2									
Envelope, Document, Brown, 150 lbs, Long	60	pc	7.00	420.00			30	30								
Envelope, Expanding, plastic, A4	60	pc	26.00	1,560.00			30	30								
Envelope, Expanding, with garter tie, blue, long	60	pc	15.00	900.00			30	30								
Envelope, Expanding, with garter tie, brown, long	60	pc	15.00	900.00			30	30								
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00			1									
Fastener, Paper, plastic, 50 sets/box	6	boxes	38.00	228.00			3	3								
Folder, File, Long, 14pts, White	60	piece	10.00	600.00			30	30								
Folder, Morocco, Long, w/ plastic binder, Brown	60	pieces	18.00	1,080.00			30	30								
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	3	pcs	195.00	585.00			3									
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	2	pcs	100.00	200.00			2									
Sub-Total				7,952.00												
Grand Total				7,952.00												

Prepared by:

SHEILA MARIE C. LEMOS

Noted by:

ALELI A. VILLOCINO
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: 03/25/2021

*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