

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



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



73-5-802-2022-8-0-2

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2022

Unit/Office/Dept/Div: Office of the Cashier
 Project Code: Cash Office - 2022
 Purpose: For Office Use

Total Budget : 127,570.09
 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
Fuel & Lubricants																
Diesel	120	liters	50.00	6,000.00	10	10	10	10	10	10	10	10	10	10	10	10
Gasoline, Premium	180	liter	55.00	9,900.00	15	15	15	15	15	15	15	15	15	15	15	15
Sub-Total				15,900.00												
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	3	pieces	350.00	1,050.00	3											
Ink, Epson, genuine (M) T664, 70 ml	3	pieces	350.00	1,050.00	3											
Ink, Epson, genuine, (BK) T664, 70 ml	6	pieces	350.00	2,100.00	6											
Ink, Epson, genuine, (Y) T664, 70 ml	3	pieces	350.00	1,050.00	3											
Ink, Epson 003, Genuine Black 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Cyan 65mL	3	btl	350.00	1,050.00	3											
Ink, EPSON 003, Genuine Magenta 65mL	3	btl	350.00	1,050.00	3											
Ink, EPSON 003, Genuine Yellow 65mL	3	btl	350.00	1,050.00	3											
Toner, Kyocera TASKalfa 1800	1	piece	7,000.00	7,000.00	1											
Ribbon Cartridge EPSON S015639	15	pieces	165.00	2,475.00	15											
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1	unit	11,000.00	11,000.00	1											
Flash Drive, 16 GB capacity	10	pc	200.00	2,000.00	10											
Flash Drive, at least 32GB USB 3.0	1	piece	800.00	800.00	1											
Sub-Total				33,425.00												
Office Furniture & Fixture																
Office chair, with arm rest	3	pc	5,000.00	15,000.00	3											
Sub-Total				15,000.00												

Page 1 of 2

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																
Alcohol, Isopropyl, 70% solution, 500mL	12	btls	140.00	1,680.00	12											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 gms	12	box	30.00	360.00	12											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	12	boxes	14.00	168.00	12											
Soap, Dishwashing, Liquid, 250mL	4	btls	150.00	600.00	4											
Soap, Detergent, Bar, at least 350g, any scent	2	bar	38.00	76.00	2											
Paper, Bond, A4, S-24, 80 gsm	110	reams	289.00	31,790.00	110											
Paper, Bond, Long, S-24, 80 gsm	30	reams	328.00	9,840.00	30											
Paper, Bond, Short, S-24, 80 gsm	35	reams	277.00	9,695.00	35											
Gel Ink Sign Pen 0.5, blue	120	pcs	25.00	3,000.00	120											
Gel Ink Sign Pen 0.5, red	24	pcs	25.00	600.00	24											
Rubberband, #18, 350 gms/box	3	boxes	270.00	810.00	3											
Scouring Pad, big economy size, good quality	5	pieces	50.00	250.00	5											
Plastic Twine, 1kl/roll	3	rolls	110.00	330.00	3											
Glue, Multi-Purpose, White, at least 130g (118mL)	2	btls	78.00	156.00	2											
Tape, Transparent, 24mm x 50m	10	rolls	120.00	1,200.00	10											
Sub-Total				60,555.00												
Grand Total				124,880.00												

Prepared by: Wagwayh
DAHLIA R. ARPOCEPLE

Noted by: Queen-Every Y. Atupan
QUEEN-EVERY Y. ATUPAN
 Unit Head/Project Leader

Funds Available: Alicia M. Flores
ALICIA M. FLORES
 Head, Budget Office

Date: 09/08/2021

*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

Page 2 of 2