



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

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SUPP-2022-0222-15808

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Grant Development Office**

Project Code: **GDO-2022**

Purpose: **Office use**

Total Budget : **75,000.00**

Funding : **GF-MOOE**

PPMP #: **141-5-2023-2022-10-0-0**

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

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, Ethyl, 70% solution, 500mL	5	btl	125.00	625.00			5									
Cartolina, US, Orange, at least 160gsm	1	pcs	14.00	14.00			1									
Cartolina, US, Red, at least 160gsm	1	pcs	14.00	14.00			1									
Cartolina, US, White, at least 160gsm	1	pcs	14.00	14.00			1									
Cartolina, US, Yellow, at least 160gsm	1	pcs	14.00	14.00			1									
Cartolina, Vellum, Gold, at least 180gsm	1	pcs	35.00	35.00			1									
Cartolina, Vellum, White, at least 180gsm	1	pcs	35.00	35.00			1									
Envelope, Expanding, with garter tie, green, long	10	pc	15.00	150.00			10									
Envelope, Expanding, with garter tie, brown, short	10	pc	11.00	110.00			10									
Folder, File, Long, 14pts, White	10	piece	10.00	100.00			10									
Folder, File, Short, 14pts, White	10	piece	8.00	80.00			10									
Folder, Ordinary, A4	15	pcs	7.00	105.00			15									
Folder, Sliding, Plastic, w/ binder, Short, transparent	15	pcs	9.00	135.00			15									
Folder, Sliding, Plastic, w/ binder, Long, transparent	15	pcs	10.00	150.00			15									
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	3	pcs	100.00	300.00			3									
Paper, Bond, A4, S-20, 70 gsm	2	reams	253.00	506.00			2									
Sticky Note, 3 x 3, Yellow	1	pads	84.00	84.00			1									
Pen, Sign, .5mm, Gel-type, Blue	3	piece	35.00	105.00			3									
Sub-Total				2,576.00												

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grand Total				2,576.00												

Prepared by: BENJIELYN D. CARPIO

Noted by: ALLEN GLENNIE P. LAMBERT
Unit Head/Project Leader

Funds Available: ALICIA M. FLORES
Head, Budget Office

Date: 02/22/2022

*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