

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



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

SCAN HERE



SUPP-2022-0823-57085

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Office of the Vice President for the Student Affairs and Services**

Project Code: **OVPSAS-GF-2022**

Purpose: **office use**

Total Budget : **30,000.00**

Funding : **GF-MOOE**

PPMP #: **133-5-614-2022-1-0-0**

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 Furniture & Fixture																
Slim Drawer (5layers), Material: Plastic	1	pc	2,500.00	2,500.00										1		
Zebra Roller Blinds Pleated	1	rolls	1,800.00	1,800.00									1			
Monoblock Chair all gray or all white in color	5	pcs	500.00	2,500.00									5			
Sub-Total				6,800.00												
Office Supplies																
Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	3	pcs	252.00	756.00									3			
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	3	pcs	445.00	1,335.00									3			
Folder, Pressboard, US, Green, Long	50	pcs	30.00	1,500.00									25	25		
Paper Cutter, wood, A4 size	1	piece	625.00	625.00									1			
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00									3	3	3	1
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00									1			
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	5	pcs	140.00	700.00									2	3		
Linen solids 26 x 40 216gsm CarraraWhite	20	pieces	70.00	1,400.00									10	10		
Magazine Box / Data File Box / Datafiller, horizontal, made of chipboards, closed ends, Legal (Double)	1	pcs	195.00	195.00									1			
Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	5	packs	38.00	190.00									5			
Paper, Specialty 200gsm 8-1/2x11, 10s, White	10	packs	38.00	380.00									5	5		
Scissors, 6" heavy duty, good quality	1	piece	68.00	68.00									1			

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
Staple Wire, #35	10	boxes	30.00	300.00									5	5		
Staple wire remover	3	pieces	40.00	120.00									3			
Desk Tape Dispenser	1	piece	500.00	500.00									1			
Pen, Ball, blue	100	pieces	10.00	1,000.00									50	50		
Pen, Permanent Marker, blue, broad tip	5	pieces	60.00	300.00									5			
Sub-Total				12,399.00												
Grand Total				19,199.00												

Prepared by:

SHEILA MARIE C. LEMOS

Noted by:

ALELI A. VILLOCINO
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: 08/23/2022

<> *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