

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



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



29-1-296-2021-8-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2021

Unit/Office/Dept/Div: **Department of Civil Engineering**  
 Project Code: **DCE-2021**  
 Purpose: **for office and laboratory use**

Total Budget : **145,920.00**  
 Funding : **STF**

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
<b>IT Supplies and Equipment</b>																
Web Camera for PC	2	unit	2,500.00	5,000.00						2						
Desktop Microphone	2	pieces	650.00	1,300.00						2						
Ink, Epson 003,Genuine Black 65mL	3	btl	350.00	1,050.00						3						
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						
External Hard Disk Drive (Portable, 2TB), USB 3.0	1	unit	5,500.00	5,500.00						1						
Zoom Business Monthly Subscription	10	set	7,500.00	75,000.00						10						
<b>Sub-Total</b>				<b>91,000.00</b>												
<b>Office Furniture &amp; Fixture</b>																
Office chair, with arm rest	3	pc	5,000.00	15,000.00						3						
<b>Sub-Total</b>				<b>15,000.00</b>												
<b>Office Supplies</b>																
Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	2	unit	700.00	1,400.00						2						
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00						5						
Disinfectant Spray, 340g	5	can	465.00	2,325.00						5						
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						



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
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	3	pcs	300.00	900.00						3						
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00						2						
Dust pan, plastic, stand-up handle, small	1	pc	75.00	75.00						1						
Duster, Microfiber (Cotton)	5	pcs	102.00	510.00						5						
Envelope, Expanding, Plastic, Long	10	pc	30.00	300.00						10						
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00						20						
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00						1						
Fastener, Paper, plastic, 50 sets/box	1	boxes	38.00	38.00						1						
Glue Gun, Small (approx. 4x12x 18cm)	2	pcs	185.00	370.00						2						
Glue Stick, Small, for Glue Gun	20	pcs	7.00	140.00						20						
Glue Stick, Big, for Glue Gun	20	pieces	10.00	200.00						20						
Glue Gun, Big (approx. 7x18x 28cm)	1	pcs	355.00	355.00						1						
Ink, Refill, for Whiteboard Marker, Black, 30mL	5	btls	165.00	825.00						5						
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	1	pcs	195.00	195.00						1						
Memo Notebooks, 80 leaves	5	pieces	29.00	145.00						5						
Multi-Insect Killer Spray, 600mL	4	tubes	600.00	2,400.00						4						
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00						5						
Sticky Note, 3 x 5, Yellow	5	pads	150.00	750.00						5						
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00						5						
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1	pack	250.00	250.00						1						
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00						5						
Pen, Permanent Marker, blue, broad tip	5	pieces	60.00	300.00						5						
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00						1						
Ink, Refill, for Permanent Marker, Blue, 30mL	1	btls	115.00	115.00						1						
Pen, Sign, .5mm, Gel-type, Blue	40	piece	35.00	1,400.00						40						
Pen, Sign, .5mm, Gel-type, Red	20	piece	35.00	700.00						20						
Pencil, Lead, #2, w/ eraser	10	pieces	10.00	100.00						10						
Puncher, #10	1	pieces	155.00	155.00						1						
Puncher, Heavy Duty	1	pieces	450.00	450.00						1						
Rag, (for cleaning & wiping)	10	pieces	5.00	50.00						10						
Rags, large, good quality, size 24"x15", water absorbent	10	pcs	40.00	400.00						10						

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
Record Book, Big, 500 pages	2	pcs	115.00	230.00						2						
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00						2						
Stapler, HD No.35	2	pc	350.00	700.00						2						
Tape, Double Sided, 2" x 10m	2	rolls	70.00	140.00						2						
Tape, Packaging, 2" x 100 yards, Clear	2	rolls	55.00	110.00						2						
Tape, Transparent, 12mm x 50m	2	rolls	68.00	136.00						2						
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00						2						
Pen, Sign, .5mm, Gel-type, Black	10	piece	35.00	350.00						10						
<b>Sub-Total</b>				<b>22,658.00</b>												
<b>Grand Total</b>				<b>128,658.00</b>												

Prepared by:

  
MARIA PRECILLA P. BALÓ

Noted by:

  
EPIFANIA G. LORETO  
Unit Head/Project Leader

Funds Available:

  
MYRNA S. PANCITO  
Head, Budget Office

Date: 04/27/2021

\*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





**VISAYAS STATE UNIVERSITY**  
*Visca, Baybay City, Leyte*

**LABORATORY FEES**  
**SY: 2020 - 2021**  
**1st Semester of SY: 2020-2021**  
**Issued on March, 2021**


Dept./Office/Center: **Department of Civil Engineering (DCE)**

The following laboratory fees are made available in support to programs and projects for the SY: 2020-2021. It is the responsibility of the Department/Office Heads to keep expenditures within the limit of the amounts allotted.


	<u>AMOUNT</u>
1. Laboratory Fees*	<b>P 144,960.00</b>

\* Total amount is based on the student enrolment of specific subjects and not yet fully collected from the students.

Prepared by:

  
**LOUELLA C. AMPAC**  
Financial Management Director

Noted by:

  
**REMBERTO A. PATINDOL**  
Vice-President for Admin. & Finance