

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



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



29-5-296-2021-8-0-0

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2021**

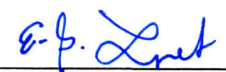
Unit/Office/Dept/Div: **Department of Civil Engineering**  
 Project Code: **DCE-2021**  
 Purpose: **Office supply and maintenance**


Total Budget : **150,000.00**

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
<b>IT Supplies and Equipment</b>																
Printer, Ink Tank, Print Only	2	unit	10,000.00	20,000.00						2						
Flash Drive, at least 32GB USB 3.0	3	piece	800.00	2,400.00						3						
<b>Sub-Total</b>				<b>22,400.00</b>												
<b>Office Furniture &amp; Fixture</b>																
Office Table	3	pc	4,000.00	12,000.00						3						
Office chair, with arm rest	3	pc	5,000.00	15,000.00						3						
<b>Sub-Total</b>				<b>27,000.00</b>												
<b>Office Supplies</b>																
Alcohol, Isopropyl, 70% solution, 500mL	20	btls	140.00	2,800.00						20						
Soap, Toilet , guest size	5	pieces	15.00	75.00						5						
Toilet Bowl Cleaner, at least 1 gallon	1	gal	370.00	370.00						1						
Transparent Tape (1")	2	rolls	25.00	50.00						2						
Transparent Tape (2")	2	rolls	40.00	80.00						2						
Pen, Highlighting, asstd color	4	pcs	25.00	100.00						4						
Wet and dry vacuum cleaner	1	pc	5,000.00	5,000.00						1						
Soap, hand, liquid, 250 ml	2	btls	90.00	180.00						2						
Floor mop with bucket, microfiber spin rotating 360	1	pc	1,500.00	1,500.00						1						
<b>Sub-Total</b>				<b>10,155.00</b>												
<b>Grand Total</b>				<b>59,555.00</b>												

Prepared by:   
**MARIA PRECILLA P. BALO**

Noted by:   
**EPIFANIA G. LORETO**  
Unit Head/Project Leader

Funds Available:   
**MYRNA S. PANCITO**  
Head, Budget Office

Date: 04/22/2021

\*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



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**ADVICE OF SUB-ALLOTMENT**

Major Final Output : **HIGHER EDUCATION**

Dept./Office/Center: **DEPARTMENT OF CIVIL ENGINEERING (DCE)**

The following allotments are made available in support to programs and projects for the Calendar Year. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.


**Breakdown:**

Supplies	101,419.20
Travel	25,760.29
Semi-Expendable Supplies	17,173.52
Other Professional Expense	2,862.25
Repair and Maintenance	5,724.51
Fuel	7,060.23
Representation Expense	
Other MOOE	
Other General Services	
<b>TOTAL</b>	<b>160,000.00</b>

**Note:**

It is advised that you follow the above figure under its corresponding account titles.

Prepared By:

  
**MYRNA S. PANCITO**  
Head of the Budget Office

Noted By:

  
**LOUELLA C. AMPAC**  
Financial Management Director