

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



65-1-421-2021-4-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: **International Affairs Office**

Project Code: **IAO 2021**

Purpose: **Air Condition for IAO**

Total Budget : **40,000.00**

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
Office Equipment																
Air condition, split type, Inverter, 1HP	1	set	40,000.00	40,000.00						1						
Sub-Total				40,000.00												
Grand Total				40,000.00												

Prepared by:

ANA MARQUIZA M. QUILICOT

Noted by:

ANA MARQUIZA M. QUILICOT

Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO

Head, Budget Office

Date: **05/06/2021**

*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



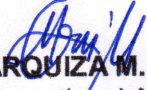
JUSTIFICATION

04 May 2021

TO WHOM IT MAY CONCERN:

The Office of the Head of the International Affairs is now situated on the 3rd floor of the VSU Administration Building. Currently, the said office is not yet equipped with an air-conditioning unit. In connection to this, we would like to request an emergency purchase and installation of an air-conditioning unit to provide the IAO staff with an optimum, healthy working environment that is essential for the work efficiency and productivity of IAO staff.

Thank you so much!


ANA MARQUIZA M. QUILICOT
Head, International Affairs Office