



UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Philippines

RESEARCH AND DEVELOPMENT OFFICE

Supply Inventory Report

As of February 2021

No	ITEMS	Unit	Quantity
	Office Supplies		
1.	Ballpen (black)	box	16
2.	Ballpen (blue)	Box	12
3.	Ballpen (red)	pcs	8
4.	Binder clips 19mm	box	2
5.	Binder clips 25mm	box	6
6.	Binder clips 32mm	box	5
7.	Binder clips 51mm	box	5
8.	Binding clips	box	20
9.	Binding folder (stationary)	pcs	6
10.	Bond paper (A4)	reams	34
11.	Bond paper (colored)	reams	3
12.	Bond paper (long)	reams	35
13.	Correction tape	pcs	7
14.	Documentary filer plastic	pcs	6
15.	Envelop craft expanding	box	9
16.	Envelop (brown)	bundle	2
17.	Eraser	pcs	5
18.	Fastener (metal)	box	9
19.	Fastener (plastic)	box	5
20.	Filer plastic with handle	pcs	7
21.	Folder 50/pack	pack	4
22.	Glue 200mg	pcs	3
23.	Index tabs	pcs	8
24.	Ink refill (black)	bottle	17
25.	Ink refill (cyan)	bottle	25
26.	Ink refill (magenta)	bottle	23
27.	Ink refill (yellow)	bottle	20
28.	Kyocera toner (black)	box	10
29.	Kyocera toner (cyan)	box	10
30.	Kyocera toner (magenta)	box	10
31.	Kyocera toner (yellow)	box	10
32.	Led light bulb	pcs	3
33.	Led light fluorescent	pcs	2
34.	Logbook/record book (250 pages)	pcs	3
35.	Logbook/record book (500 pages)	Pcs	5
36.	Mail envelope	box	1
37.	Marker white board (black)	Box	1
38.	Marker white board (blue)	Box	5
39.	Marker white board (red)	Box	2
40.	Mop bucket heavy duty	pcs	1
41.	Paper clips 32mm	box	12

42.	Paper clips 50mm	box	25
43.	Pencils	box	15
44.	Photo paper (glossy)	pcs	21
45.	Plastic cover	roll	1
46.	Puncher	pcs	2
47.	PVC name badge holder (ID holder)	box	1
48.	Ruler	pcs	10
49.	Scissors	pcs	7
50.	Sharpener machine	pcs	2
51.	Special paper	pcs	45
52.	Stamp pad	pcs	8
53.	Staple remover	pc	1
54.	Staple wire #23/10	box	6
55.	Staple wire #23/3	box	2
56.	Staple wire #26/6	box	2
57.	Staple wire 15mm	box	4
58.	Stapler dispenser	pcs	2
59.	Sticky notes 76x51mm	pcs	6
60.	Sticky notes 76x76mm	pcs	6
61.	Tape, Binding 24mm	pcs	11
62.	Tape, Binding 48mm	pcs	4
63.	Tape, Masking 24mm	pcs	12
64.	Tape, Masking 48mm	pcs	4
65.	Tape, Packing 48mm	pcs	4
66.	Tape, Transparent 24mm	pcs	21
67.	Toner (HP Laserjet P1102)	box	40
68.	Yellow pad	pad	9
Personal protective supply			
69.	Alcohol (500 ml)	bottle	2
70.	Disposable mask	box	3
Cleaning supplies			
71.	Detergent powder	kilo	5
72.	Disinfectant spray	pcs	3
73.	Scouring pad	pcs	5
74.	Tissue paper	packs	7

Prepared by:

JASMIN PECHO

Noted by:

MA. TEODORA N. CABASAN



UNIVERSITY OF SOUTHERN MINDANAO

Davao, Philippines

RESEARCH AND DEVELOPMENT OFFICE

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Prepared by:

JASMIN PECHO



Noted by:

MA. TEODORA N. CABASAN





UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Philippines



BUDGET SUMMARY

TITLE: Innovative Graph Theoretical Models: From E-Torsion to Roman Domination and Function-Based Convexity

PROPOSERS: Leonard Paleta, Philip Lester Benjamin, Jupiter Pilongo

FUND CLUSTER: Fund 01

BUDGET ALLOCATION:

106,978.88

CODE	OBJECT OF EXPENDITURE			ESTIMATED BUDGET	ESTIMATED BUDGET												TOTAL
					1ST Quarter			2nd Quarter			3rd Quarter			4th Quarter			
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
	MAINTENANCE AND OTHER OPERATING EXPENSES															-	
	Office Supplies			6,311.16	6,311.16											6,311.16	
	Laboratory Supplies															-	
	Agricultural Supplies															-	
	Other Supplies			7,151.27	7,151.27											7,151.27	
	Technical & Scientific Equipment			40,916.45	40,916.45											40,916.45	
	Training															-	
	Fuel															-	
	Representation			5,000.00	2,500			2,500								5,000.00	
	Communication			17,600.00	4,400			4,400			4,400			4,400		17,600.00	
	Printing															-	
	Laboratory Analysis															-	
	Contingency/ Miscellaneous															-	
	Other Services (JO)															-	
	Personal Services (Honoraria)			30,000.00	3,000	3,000	3,000	3,000	3,000	3,000	3,000		3,000	3,000		30,000.00	
	Research assistant															-	
	TOTAL			106,978.88												106,978.88	

Prepared By:

LEONARD M. PALETA, PhD
Project Leader

Certified By:

LYDIA C. PASCUAL
Director, RDO

Reviewed by:

SHEREN MAE P. VILLARUZ
Old Budget Officer

Recommending Approval:

EIMER M. ESTILOSO
VP for Administration & Finance

Approved By:

RONALD L. PIMENTEL, PhD
President

DEBBIE MARIE VERSOZA
VP for Research and Extension

UNIVERSITY OF SOUTHERN MINDANAOKabacan, CotabatoProject Procurement Management Plan**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT :

CSM

LEONARD M. PALETA, PhD

Charged to Fund:

Fund 01

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												
		Jan			Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec		
	MAINTENANCE AND OTHER OPERATING EXPENSES																
PART I.	Procurement of Common Supplies (CSE) through PS-DBM (Please refer PPMP-CSE Part I attached)		8,298.88	NP-53.5 Agency-to-Agency													
II.C	Printers Consumables		6,080.00														
	Epson L120/L220/L210/L220/L121/L360/L310 Ink, Black 664	10	3,800.00		10												
	Epson L120/L220/L210/L220/L121/L360/L310 Ink, Cyan 664	2	760.00		2												
	Epson L120/L220/L210/L220/L121/L360/L310 Ink, Magenta 664	2	760.00		2												
	Epson L120/L220/L210/L220/L121/L360/L310 Ink, Yellow 664	2	760.00		2												
II.Q	Procurement of Semi-expendable I.C.T. Equipment (less than P50,000.000 per unit)		40,000.00														
	Printer 3in1 with ADF	2	40,000.00	Competitive Bidding	2												
II.AC	Procurement of Communication Supplies and Accessories		17,600.00	Competitive Bidding													
	Cell Cards (smart)	32	17,600.00	Competitive Bidding	8			8			8			8			
II.AF	Payment of other professional services		30,000.00														
	Other Professional Services		30,000.00		3000	3000	3000	3000	3000	3000	3000	3000		3000	3000		
II.AO	Other Maintenance and Operating Expenses		5,000.00														
	Payment of Representation		5,000.00														

TOTAL BUDGET: 106,978.88**TOTAL ESTIMATED BUDGET:** 106,978.88

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

PHILIP LESTER P. BENJAMIN, PhD

Certified Funds Available / Certified Appropriate Funds Available:

SHEREEN MAE P. VILLARUZ
Head, Budget Office

Approved by:

JONALD L. PIMENTAL
President

Certified by:

LEONARD M. PALETA, PhD
Department/College/Project Head

UNIVERSITY OF SOUTHERN MINDANAO
PROJECT PROCUREMENT MANAGEMENT PLAN 2025

NOTE: PLEASE HIDE COLUMNS WITH NO "TOTAL AMOUNT FOR THE YEAR" ENTRIES BEFORE PRINTING

Department/College/Project:
Department Head/College Dean/Project Leader:
Contact Person (if different from Head):

CSM
LEONARD M. PALETA, PhD
PHILIP LESTER P. BENJAMIN, PhD

Funding Agency (External):
Contact Number:
Contact Number:

Fund 01
09338245352
09338245352

Contact Person (if different from Head):		FRIEDRICH ECKSTEIN, BERLIN, PHD		Contact Number:		99396243396																	
Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 June 2024 based on PS-DBM APP-CSE for 2025)	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																							
MOOE																							
Other Supplies and Materials Expenses																							
ALCOHOL OR ACETONE BASED ANTISEPTICS																							
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	3	0	0	3		1,071.27		0	0	0	0	0.00	0	0	0	0	0.00	3	357.09	1,071.27
Office Supplies																							
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																							
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	50	0	0	50		2,236.00		0	0	0	0	0.00	0	0	0	0	0.00	50	44.72	2,236.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																							
54	43202010-FD	FLASH DRIVE, 64 GB capacity	unit	5	0	0	5		916.45		0	0	0	0	0.00	0	0	0	0	0.00	5	183.29	916.45
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																							
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	10	0	0	10		168.80		0	0	0	0	0.00	0	0	0	0	0.00	10	16.88	168.80
85	44103202-DS-M01	DATER STAMP	piece	1	0	0	1		543.69		0	0	0	0	0.00	0	0	0	0	0.00	1	543.69	543.69
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	50	0	0	50		603.00		0	0	0	0	0.00	0	0	0	0	0.00	50	12.06	603.00
111	44121708-MW-B03	MARKER, Whiteboard, Red	piece	50	0	0	50		603.00		0	0	0	0	0.00	0	0	0	0	0.00	50	12.06	603.00
116	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	3	0	0	3		167.67		0	0	0	0	0.00	0	0	0	0	0.00	3	55.89	167.67
122	44121615-ST-S01	STAPLER, standard type	piece	3	0	0	3		741.00		0	0	0	0	0.00	0	0	0	0	0.00	3	247.00	741.00
PAPER MATERIALS AND PRODUCTS																							
142	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	10	0	0	10		1,248.00		0	0	0	0	0.00	0	0	0	0	0.00	10	124.80	1,248.00
TOTAL									8,298.88					0.00					0.00	P	8,298.88		

checker 8,298.88

We hereby warrant that the total amount reflected in this Project Procurement Management Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

PHILIP LESTER P. BENJAMIN, PhD

Date Prepared:

Certified by:

LEONARD M. PALETA, PhD
Department/College/Project Head

Certified Funds Available / Certified Appropriate Funds Available:

SHEREEN MAR P. VILLARUZ
Head, Budget Office

Approved by:

JONALD PIMENTAL
President

SPECIAL BUDGET
Fund 05/06
CY 2025

Agency : UNIVERSITY OF SOUTHERN MINDANAO
College/Institute : CSM

Source of Fund : ☐ Fund 05 ☐ Fund 06

(Pls. Check if 164)
☐ Tuition & Other School Fees
☐ Laboratory Fees
☐ Other Fees

Breakdown	Balance Brought Forward	
	LT 2025 - 1st Quarter	
	- 2nd Quarter	
	- 3rd Quarter	
	- 4th Quarter	
	Total Amount Proposed	106,978.88

EXPENDITURE PROGRAM

MAINTENANCE & OTHER OPERATING EXPENSES (MOOE)

Amount

Travelling Expenses		
Training Expenses		
Scholarship		
Supplies & Materials		54,378.88
Office Supplies Expenses	6,311.16	
Accountable Forms Expenses	-	
Food Supplies Expenses	-	
Medical, Dental and Laboratory Supplies Expenses	-	
Fuel, Oil and Lubricants Expenses	-	
Agricultural and Marine Supplies Expenses	-	
Textbooks and Instructional Materials Expenses	-	
Semi-Expendable Expenses- Office Equipment	-	
Semi-Expendable Expenses- ICT Equipment	40,916.45	
Semi-Expendable Expenses- Medical Equipment	-	
Semi-Expendable Expenses- Printing Equipment	-	
Semi-Expendable Expenses- Sports Equipment	-	
Semi-Expendable Expenses- Technical & Scientific Equipment	-	
Semi-Expendable Expenses- Other Equipment	-	
Semi-Expendable Furniture & Fixtures	-	
Semi-Expendable Books	-	
Other Supplies and Materials Expenses	7,151.27	
Utility Expenses		
Water Expenses	-	
Electricity Expenses	-	
Communication Expenses		17,600.00
Postage & Deliveries	-	
Telephone Expenses	17,600.00	
Internet Subscription Expenses	-	
Cable, Satellite, Telegraph and Radio Expenses		
Other Professional Services		30,000.00
Janitorial Services		
Security Services		
Other General Services		
Repairs and Maintenance - Infrastructure Assets		
Repairs and Maintenance - Buildings and Other Structures		
Repairs and Maintenance - Machinery and Equipment		
Repairs and Maintenance - Transportation Equipment		
Repairs and Maintenance - Furniture and Fixtures		
Repairs and Maintenance - Other Property, Plant and Equipment		
Repairs and Maintenance - Semi-expendable Machinery and Equipment		
RM - Semi-expendable Furniture and Fixtures		
RM - Semi-expendable Other Property, Plant and Equipment		
Financial Assistance/Subsidy		
Taxes, Duties and Licenses		
Fidelity Bond Premiums		
Insurance Expenses		5,000.00
Other Maintenance and Operating Expenses		
TOTAL MOOE		106,978.88

CAPITAL OUTLAY

Other Land Improvements		
Other Infrastructure		
Buildings		
School Buildings		
Other Structures		
Machinery		
Office Equipment		
ICT Equipment		
Medical equipment		
Printing Equipment		
Sports Equipment		
Technical & Scientific Equipment		
Other Machinery & Equipment		
Motor Vehicles		
Furniture & Fixtures		
Library Books		
Other Property, Plant & Equipment		
Patents/Copyrights		
Computer Software		
TOTAL CAPITAL OUTLAY		-

GRAND TOTAL

106,978.88

Prepared by: 
PHILIP LESTER P. BENJAMIN, PhD

Submitted by: 
LEONARD M. PALETA, PhD
Department/College/Project Head

