

**ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
 The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/O	CAGAYAN STATE UNIVERSITY	Agency Account Code:	No Code	Contact Person:	KRISTOFFER C. MANGUSSAD
Region:	II - Tuguegarao			Position:	OIC HEAD, BAC SECRETARIAT
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	21		2	23		6		6	7		6	13		2		2	44	20.28	892.32
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	19			19		4		4	5		4	9				0	32	19.20	614.40
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll				0				0				0				0	0	18.93	-
COMMON OFFICE SUPPLIES																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1	1		2				0	1			1				0	3	766.73	2,300.19
2	AIR FRESHENER, aerosol, 280ml/150g min	can	56	15	16	87	8	24	8	40	32	8	11	51	12	16	5	33	211	88.69	18,713.59
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	122	42	29	193	33	49	31	113	76	30	32	138	46	29	18	93	537	49.73	26,705.01
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0			1	1				0	1	205.48	205.48
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0			1	1				0	1	210.91	210.91
6	CARTOLINA, assorted colors	pack	8	2	2	12	3	4	2	9	4	1	5	10	6	1	1	8	39	67.06	2,615.34
7	CHALK, molded, white, dustless, length: 78mm min	box	7	4	8	19	4	5	2	11	4	5	7	16	4	7	3	14	60	26.89	1,613.40
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece		50		50				0	50			50				0	100	38.19	3,819.00
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	4	52	4	60		2	2	4	52	4	2	58	2			2	124	40.47	5,018.28
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		15		15				0	15			15				0	30	7.87	236.10
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		15	5	20		2		2	15			15				0	37	13.94	515.78
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		15		15				0	15			15				0	30	19.88	596.40
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		15	5	20		2	2	15				15				0	37	41.10	1,520.70
14	CORRECTION TAPE, film base type, UL 6m min	piece	174	30	19	223	90	17	56	163	101	19	23	143	87	35	12	134	663	18.26	12,106.38
15	DATA FILE BOX, made of chipboard, with closed ends	box	17	2	2	21	7	2	2	11	22	27	12	61	2	5		7	100	72.57	7,257.00
16	DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	71.39	-
17	ENVELOPE, DOCUMENTARY, for A4 size document	box		3	1	4				0	3			3				0	7	424.47	2,971.29
18	ENVELOPE, DOCUMENTARY, for legal size document	box	1	1		2	2	4	2	8	2	2	1	5			1	1	16	538.80	8,620.80
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	11	6	2	19	1		7	8	10		4	14	1	2		3	44	667.84	29,384.96
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	5	50	5	60				0	50			50				0	110	28.71	3,158.10
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	2	3		5	2			2	2	2		4			2	2	13	341.79	4,443.27
22	ENVELOPE, mailing, white, with window	box	1	3		4				0	2			2				0	6	427.23	2,563.38
23	ERASER, FELT, for blackboard/whiteboard	piece	6	8	2	16	2	3	4	9	9	2	2	13	4	2		6	44	11.55	508.20
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	33	12		45	2		6	8	7			7	8			8	68	6.23	423.64

25	FASTENER, METAL, 70mm between prongs	box	21	2	6	29	14	4	3	21	8	19	4	31	4	2	2	8	89	59.37	5,283.93
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece		25		25			3	3	25			25				0	53	73.59	3,900.27
27	FILE TAB DIVIDER, bristol board, for A4	set		50		50				0	50			50				0	100	12.98	1,298.00
28	FILE TAB DIVIDER, bristol board, for legal	set		50		50				0	50			50				0	100	17.31	1,731.00
29	FOLDER, FANCY, for A4 size documents	bundle		6		6				0	6			6				0	12	258.50	3,102.00
30	FOLDER, FANCY, for legal size documents	bundle	14	6	2	22	2	10	2	14	8		2	10	12			12	58	302.85	17,565.30
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	4	10	2	16	2		2	4	12		2	14	2			2	36	177.92	6,405.12
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	6	10	2	18	4		2	6	14		2	16	4			4	44	222.27	9,779.88
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0				0				0	0	776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack	3	6		9				0	12			12	5			5	26	226.05	5,877.30
35	FOLDER, TAGBOARD, for legal size documents	pack	10	8	6	24	1	4	4	9	16	1	6	23	6	4	3	13	69	208.38	14,378.22
36	GLUE, all purpose, gross weight: 200 grams min	jar	2			2			2					0				0	4	49.73	198.92
37	INDEX TAB, self-adhesive, transparent	box	4	35	2	41		2		2	57		2	59	20	2		22	124	53.74	6,663.76
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	13	9	3	25			8	8	10	1		11				0	44	36.97	1,626.68
41	MARKER, whiteboard, black, felt tip, bullet type	piece	12	27	8	47	4	1	9	14	35	1		36	10	6		16	113	10.69	1,207.97
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	34	24	20	78	13	13	46	72	34	13	12	59	19	18		37	246	10.69	2,629.74
43	MARKER, whiteboard, red, felt tip, bullet type	piece	9	17	8	34	1	1	9	11	22	1		23	7	6		13	81	10.69	865.89
44	MARKER, PERMANENT, bullet type, black	piece	4	11	11	26	14	11	11	36	14	11	11	36	14	11		25	123	10.04	1,234.92
45	MARKER, PERMANENT, bullet type, blue	piece	1	1	1	3	1	1	1	3	1	1	1	3				0	9	10.04	90.36
46	MARKER, PERMANENT, bullet type, red	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	10.04	120.48
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		28		28			3	3	25			25	3			3	59	12.52	738.68
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	10	25		35				0	35			35				0	70	32.45	2,271.50

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	17	25		42		2	2	35	5	2	42				0	86	44.32	3,811.52	
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	8	25		33		8	8	25			25	8			8	74	59.49	4,402.26	
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0			0				0				0	0	18.99	-	
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box				0			0				0				0	0	6.91	-	
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				0			0				0				0	0	14.04	-	
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	87	76	10	173	87	35	51	173	90	35	50	175	87	36	10	133	654	137.66	90,029.64
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	68	8	23	99	23	28	28	79	28	28	3	59	18	33	28	79	316	160.94	50,857.04
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	20	25	25	70	25	25	25	75	20	30	25	75	25	20	15	60	280	119.09	33,345.20
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	56	38	61	155	49	33	66	148	44	38	66	148	44	41	34	119	570	123.08	70,155.60
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	6	1		7	2			2	8			8				0	17	95.18	1,618.06
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll		3		3				0	2			2				0	5	34.29	171.45
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	63	17	36	116	15	8	19	42	57	11	20	88	17	5	7	29	275	20.40	5,610.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	15	30	3	48		3	6	9	33		5	38	5		1	6	101	62.73	6,335.73
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	33	35	3	71	4	1	11	16	46	6	4	56	8	2	11	21	164	97.34	15,963.76
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	6	52	4	62	2	12	2	16	54	12	2	68				0	146	267.14	39,002.44
65	RUBBER BAND, 70mm min lay flat length (#18)	box		10		10			10					10				0	30	97.04	2,911.20
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0				0				0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	94	111	42	247	6	99	36	141	69	70	26	165	20	59		79	632	35.99	22,745.68
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	107	113	38	258	8	80	28	116	112	68	22	202	42	50		92	668	35.99	24,041.32
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	34	31	18	83		12		12	47	4	16	67		12		12	174	35.99	6,262.26
70	STAMP PAD INK, purple or violet	bottle	16	6	1	23		7	5	12	6	4	1	11	4			4	50	25.62	1,281.00
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	9	4		13	1	3	1	5		4		4	4		1	5	27	28.77	776.79
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box		11		11		3		3	10		1	11				0	25	21.51	537.75

73	STAPLE WIRE, STANDARD, (26/6)	box	112	17	39	168	21	11	59	91	70	22	27	119	18	19	4	41	419	19.68	8,245.92
74	TAPE, MASKING, width: 24mm (±1mm)	roll	14	11	8	33	6	5	6	17	19	1	8	28	8	3	3	14	92	57.32	5,273.44
75	TAPE, MASKING, width: 48mm (±1mm)	roll	5	8		13	5	2		7	11	2		13	5	2		7	40	109.24	4,369.60
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll		12		12				0	12			12				0	24	29.08	697.92
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	28	16	11	55	1	6	10	17	23	1	6	30	10	2		12	114	11.36	1,295.04
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	11	11	8	30		1	2	3	20		1	21	5	1		6	60	27.58	1,654.80
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	53	16	11	80	23	15	12	50	51	1	12	64	26	11	2	39	233	70.30	16,379.90
80	TWINE, plastic, one (1) kilo per roll	roll			6	6				0	6			6				0	12	51.92	623.04
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	2			2		3		3		2		2				0	7	10.22	71.54
2	CUTTER KNIFE, for general purpose	piece	10	9		19				0	3	3		6				0	25	20.55	513.75
3	DATING AND STAMPING MACHINE, heavy duty	piece	1			1				0				0				0	1	497.52	497.52
4	PENCIL SHARPENER, manual, single cutter head	piece	12			12		1		1		1		1				0	14	194.69	2,725.66
5	PUNCHER, paper, heavy duty, with two hole guide	piece	6	5	5	16			6	6	4	2		6		2		2	30	123.42	3,702.60
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0				0				0				0	0	14.28	-
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	15	6		21	1			1	9	1		10	3	3		6	38	85.45	3,247.10
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	2			2				0				0				0	2	913.95	1,827.90
9	STAPLE REMOVER, PLIER-TYPE	piece	3			3				0	2			2				0	5	18.91	94.55
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	3	1	4	8				0	1		4	5				0	13	51.57	670.41
11	WASTEBASKET, non-rigid plastic	piece		8		8			6	6	2			2				0	16	25.96	415.36
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	7	3	2	12	1	3	3	7	6	2	2	10	3	1	1	5	34	91.94	3,125.96

2	BROOM, STICK (TING-TING), usable length: 760mm min	piece		3	2	5	7	2	3	12	2	2	2	6	8	2		10	33	24.88	821.04
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0				0				0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can	5	7	2	14	7	7	2	16	7	7	2	16	7	7		14	60	24.88	1,492.80
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0				0				0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	12	10		22	6		5	11	12			12	10			10	55	125.20	6,886.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	5	4	2	11	5	3	2	10	3	3	3	9	3	2		5	35	28.12	984.20
8	FLOOR WAX, PASTE, RED	can		3	3	6	3	3	3	9	3	3	3	9	3	3		6	30	280.13	8,403.90
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	5	4		9			4	4	5			5	4			4	22	90.85	1,998.70
10	INSECTICIDE, aerosol type, net content: 600ml min	can	15	6	2	23	2	2	4	8	5	2	2	9	6	2		8	48	142.77	6,852.96
11	MOP BUCKET, heavy duty, hard plastic	piece	1			1				0				0				0	1	1,987.44	1,987.44
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	6			6			1	1				0				0	7	148.18	1,037.26
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	11	2	2	15	7	2	2	11	8	2	2	12	2	2		4	42	110.32	4,633.44
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	3		3	6	1		3	4	1		1	2	3		1	4	16	51.68	826.88
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	5	9		14			3		3	5	6	3	14			0	31	107.08	3,319.48
16	TRASHBAG, plastic, transparent	roll	4		2	6	2		2	4	2	2		4	4			4	18	145.48	2,618.64
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0				0	0	7.57	-
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0				0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit	4			4				0	1			1				0	5	140.61	703.05
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	300			300				0				0				0	300	273.10	81,930.00
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit		1		1				0				0				0	1	6,828.14	6,828.14
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0				0	0	1,091.33	-

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	50			50				0				0			0	50	1,372.55	68,627.50
9	ELECTRIC FAN, STAND type, plastic blade	unit	1	1	2					0		1		1			0	3	1,046.65	3,139.95
10	ELECTRIC FAN, WALL type, plastic blade	unit			0					0				0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit		1	1					0				0			0	1	3,642.83	3,642.83
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit			0		1	1	8					8			0	9	1,123.78	10,114.02
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1		1					0				0			0	1	5,191.68	5,191.68
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1		1					0				0			0	1	27,542.94	27,542.94
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit		1	1					0				0			0	1	8,411.60	8,411.60
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	1		1					0				0			0	1	5,927.17	5,927.17
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit		1	1					0				0			0	1	19,457.98	19,457.98
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit		1	1					0				0			0	1	6,064.78	6,064.78
19	PRINTER, LASER, monochrome, network-ready	unit			0					0				0			0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit			0					0				0			0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit			0					0				0			0	0	1,379.04	-
22	Desktop Computer, branded	unit	101	10	111	22			22	1		1		2			0	135	35,887.49	4,844,811.15
23	Laptop Computer, branded	unit	14	1	15	2			2	4				0			0	19	36,587.28	695,158.32
COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			0				0					0			0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box			0				0					0			0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box			0				0					0			0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			0				0					0			0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box			0				0					0			0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box			0				0					0			0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece		10	10				0	10				10			0	20	22.66	453.20

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	5	3		8			3	3				0		3		3	14	3,152.86	44,140.04
9	FLASH DRIVE, 16 GB capacity	piece	5	3	2	10	3	3	2	8	2	2	3	7	2	3		5	30	261.75	7,852.50
10	MOUSE, optical, USB connection type	unit	3	3	6	12				0		4	2	6				0	18	140.39	2,527.02
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	10			10				0				0				0	10	48.13	481.30
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart	35	24	10	69	22	21	22	65	48	17	23	88	22	13	5	40	262	1,070.78	280,544.36
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart	22	26	9	57	16	29	34	79	46	29	29	104	16	9	7	32	272	811.20	220,646.40
6	INK CART, EPSON C13T664100 (T6641), Black	cart	16	9	5	30	12	17	18	47	15	23	17	55	8	5	5	18	150	264.99	39,748.50
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	17	9	5	31	8	17	18	43	15	23	17	55	8	5	5	18	147	264.99	38,953.53
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	17	9	5	31	8	17	18	43	15	23	17	55	8	5	5	18	147	264.99	38,953.53
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	17	9	5	31	8	17	18	43	15	23	17	55	8	5	5	18	147	264.99	38,953.53
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-

19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
35	INK CART, HP CNo45AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-
36	INK CART, HP CNo46AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37	INK CART, HP CNo47AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-
38	INK CART, HP CNo48AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	379.64	9,111.36
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	379.64	9,111.36

43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0			0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0			0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0			0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0			0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0			0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0			0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0			0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0			0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0			0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0			0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0			0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0			0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0			0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0			0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0			0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0			0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0			0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0			0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0			0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0			0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0			0	0	753.88	-

67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart	50	11	31	92	14	21	29	64	25	20	28	73	12	21	12	45	274	3,009.01	824,468.74
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-

91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart	2	2	2	6	1	2	1	4	2	1	2	5	1	3	1	5	20	4,158.75	83,175.00
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0				0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0				0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0				0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0				0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0				0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0				0	0	0.00	-

115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0	0	9,229.29	-

139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0			0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0			0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0			0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0			0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0			0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0			0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0			0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0			0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0			0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0			0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0			0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0			0	0	13,935.33	-

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1						0				0				0			0	0		-
2						0				0				0			0	0		-
3						0				0				0			0	0		-
4						0				0				0			0	0		-
5						0				0				0			0	0		-

COMMON OFFICE EQUIPMENT

1						0				0				0			0	0		-
2						0				0				0			0	0		-

3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
COMMON OFFICE SUPPLIES																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
14					0				0				0				0	0		-
15					0				0				0				0	0		-
16					0				0				0				0	0		-
17					0				0				0				0	0		-
18					0				0				0				0	0		-
19					0				0				0				0	0		-
20					0				0				0				0	0		-

COMMON JANITORIAL SUPPLIES

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-

CONSUMABLES

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
14					0				0				0				0	0		-
15					0				0				0				0	0		-
16					0				0				0				0	0		-
17					0				0				0				0	0		-

18					0				0				0				0	0		-
19					0				0				0				0	0		-
20					0				0				0				0	0		-
21					0				0				0				0	0		-
22					0				0				0				0	0		-
23					0				0				0				0	0		-
24					0				0				0				0	0		-
25					0				0				0				0	0		-
26					0				0				0				0	0		-
27					0				0				0				0	0		-
28					0				0				0				0	0		-
29					0				0				0				0	0		-
30					0				0				0				0	0		-
Office Equipment and Accessories																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Office Supplies

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Audio and visual presentation and composing equipment

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Photographic or filming or video equipment

1					0				0				0				0	0		-
---	--	--	--	--	---	--	--	--	---	--	--	--	---	--	--	--	---	---	--	---

2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Cleaning Equipment and Supplies																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Paper Materials and Products																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-

4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-

Lighting and fixtures and accessories

1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-

Electrical equipment and components and supplies

1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-

6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Computer Supplies																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Computer Equipment and Accessories																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-

8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-
*Other Categories																			
1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-
C. TOTAL (A + B):																		P	8,127,808.77
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P	812,780.88
E. GRAND TOTAL (C + D)																		P	8,940,589.65
F. APPROVED BUDGET BY THE AGENCY HEAD																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores		X		5,510,757.12	X		1,479,947.75	X		775,248.81	X		361,855.09					P	8,127,808.77
G.2 Other Items not available at PS but regularly purchased from other sources		X		-	X		-	X		-	X		-					P	-
TOTAL MONTHLY CASH REQUIREMENTS		X		5,510,757.12	X		1,479,947.75	X		775,248.81	X		361,855.09					P	8,127,808.77

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement 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:

**Certified Funds Available / Certified
Appropriate Funds Available:**

Approved by:

MRS. MYRA DULDULAO

MRS. CELIAFLOR T. BABARAN

ENGR. ARTHUR G. IBAÑEZ

Property/Supply Officer

Accountant / Local Budget Officer

Head of Office/Agency

Date: 12/6/2017
