

**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: <u>CAGAYAN STATE UNIVERSITY</u>	Agency Account Code: <u>No Code</u>	Contact Person: <u>JULIA T. CARDOAN, Ph.D</u>
Region: <u>II - Tuguegarao</u>		Position: <u>HEAD BAC SECRETARIAT</u>
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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		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack				0				0				0				0	0	20.28	-
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0				0				0				0	0	19.20	-
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 Lighth 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	-	
<b>COMMON OFFICE SUPPLIES</b>																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2	2	4				0	1			1				0	5	766.73	3,833.65	
2	AIR FRESHENER, aerosol, 280ml/150g min	can	34	4	8	46	6	6	11	23	22	9	5	36	7	5	5	17	122	88.69	10,820.18
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	3		1	4	3	1		4	8		1	9	3	1		4	21	49.73	1,044.33
4	CARBON FILM, PE, black, size 210mm x 297mm	box			0					0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box			0					0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack	80		5	85		10		10	45	10	5	60	10	3		13	168	67.06	11,266.08
7	CHALK, molded, white, dustless, length: 78mm min	box	153		153	10		40	50	51	52		103	10		50	60	366	26.89	9,841.74	
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece			0				0				0				0	0	38.19	-	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			0				0				0				0	0	40.47	-	
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			0				0				0				0	0	7.87	-	
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			0				0				0				0	0	13.94	-	
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			0				0				0				0	0	19.88	-	
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box			0				0				0				0	0	41.10	-	
14	CORRECTION TAPE, film base type, UL 6m min	piece	49	3	4	56	9	3	7	19	40	7	4	51	9	4	3	16	142	18.26	2,592.92
15	DATA FILE BOX, made of chipboard, with closed ends	box	141	4		145	5			5	9	9		18	5	5		10	178	72.57	12,917.46
16	DATA FOLDER, made of chipboard, taglia lock	piece			0				0				0				0	0	71.39	-	
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	8		8				0				0				0	8	424.47	3,395.76	
18	ENVELOPE, DOCUMENTARY, for legal size document	box	45		2	47		5	1	6	8	2	2	12		3		3	68	538.80	36,638.40
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	2		2				0		2		2				0	4	667.84	2,671.36	
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	220	55	90	365	15	40		55	115	30	72	217	5	20		25	662	28.71	19,006.02

21	ENVELOPE, MAILING,white, 80gsm (-5%)	box			0				0				0				0	0	341.79	-	
22	ENVELOPE, mailing, white, with window	box			0				0				0				0	0	427.23	-	
23	ERASER, FELT, for blackboard/whiteboard	piece	18	48	66	10			10	16	2		18				0	94	11.55	1,085.70	
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece			0				0				0				0	0	6.23	-	
25	FASTENER, METAL, 70mm between prongs	box	78	12	9	99	18	17	14	49	23	18	5	46	16	5	1	22	216	59.37	12,823.92
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	165	5	10	180		10	20	30	10	10	10	30	10	10	10	30	270	73.59	19,869.30
27	FILE TAB DIVIDER, bristol board, for A4	set			0				0					0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set			0				0					0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle			0				0					0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle			0				0					0				0	0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	80		6	86			6	6	10	40	6	56				0	148	177.92	26,332.16
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	6		6				0	21	6			27	25			25	58	222.27	12,891.66
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	82		10	92		10		10	20		10	30		10		10	142	776.59	110,275.78
34	FOLDER, TAGBOARD, for A4 size documents	pack			0				0					0				0	0	226.05	-
35	FOLDER, TAGBOARD, for legal size documents	pack			0				0					0				0	0	208.38	-
36	GLUE, all purpose, gross weight: 200 grams min	jar	1		1				0	1				1				0	2	49.73	99.46
37	INDEX TAB, self-adhesive, transparent	box			0				0					0				0	0	53.74	-
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	10		10				0					0				0	10	43.26	432.60
40	MARKER, FLUORESCENT, 3 assorted colors per set	set			0				0					0				0	0	36.97	-
41	MARKER, whiteboard, black, felt tip, bullet type	piece		1	1				0					0				0	1	10.69	10.69
42	MARKER, whiteboard, blue, felt tip, bullet type	piece		1	2	3	1	2	1	4	6	2	1	9	7	1	1	9	25	10.69	267.25

43	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece				0				0				0				0	0	10.04	-
45	MARKER, PERMANENT, bullet type, blue	piece				0				0				0				0	0	10.04	-
46	MARKER, PERMANENT, bullet type, red	piece				0				0				0				0	0	10.04	-
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0				0				0				0	0	12.52	-
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0				0				0	0	32.45	-
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	6			6		5	5	10		10	20					0	31	44.32	1,373.92
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0				0				0	0	59.49	-
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	37	5	2	44	2	3	2	7	20		8	28	2	4		6	85	14.04	1,193.40
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	137.66	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	160.94	-
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	49	2	6	57	10	4	11	25	12	17	6	35	5	5	41	51	168	119.09	20,007.12
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	470	116	132	718	134	191	131	456	279	237	150	666	240	116	75	431	2271	123.08	279,514.68
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	11			11				0	1			1				0	12	95.18	1,142.16
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0				0				0				0	0	20.40	-
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				0				0				0				0	0	62.73	-
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	112	7		119			2	2	7	17	6	30				0	151	97.34	14,698.34
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0				0	0	267.14	-

65	RUBBER BAND, 70mm min lay flat length (#18)	box	3	10		13				0				0				0	13	97.04	1,261.52
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	40	18	10	68	17	10	8	35	29	20	18	67	31	8	8	47	217	35.99	7,809.83
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0				0				0				0	0	35.99	-
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0				0				0	0	35.99	-
70	STAMP PAD INK, purple or violet	bottle	15	2	1	18		2		2	4	1		5	1	1		2	27	25.62	691.74
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				0				0				0				0	0	28.77	-
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box	57	7	9	73	18	10	11	39	37	9	9	55	18	3	3	24	191	19.68	3,758.88
74	TAPE, MASKING, width: 24mm (±1mm)	roll				0				0				0				0	0	57.32	-
75	TAPE, MASKING, width: 48mm (±1mm)	roll	25	1	5	31		4		4	16	2	4	22		5		5	62	109.24	6,772.88
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll		3		3			3	3				0			2	2	8	29.08	232.64
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0				0				0				0	0	11.36	-
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	27	2	7	36	2	4		6	5	10	3	18	3	4	2	9	69	27.58	1,903.02
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	73	2	5	80	58	3	2	63	62	9	2	73	55	3	2	60	276	70.30	19,402.80
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
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	-
<b>COMMON OFFICE DEVICES</b>																					
1	CUTTER BLADE, for heavy duty cutter	tube				0				0				0				0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece				0				0				0				0	0	20.55	-
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-

4	PENCIL SHARPENER, manual, single cutter head	piece	9	2	1	12			1	1	1			1				0	14	194.69	2,725.66
5	PUNCHER, paper, heavy duty, with two hole guide	piece	24	1	1	26			0	6	4	1	11	2			2	39	123.42	4,813.38	
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	27	2	1	30	2	1	5	8	11	5	16	1			1	55	85.45	4,699.75	
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	3			3				0			0				0	3	913.95	2,741.85	
9	STAPLE REMOVER, PLIER-TYPE	piece	22			22		1		1	5	1	6			1	1	30	18.91	567.30	
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	6		1	7			0	15			15	15			15	37	51.57	1,908.09	
11	WASTEBASKET, non-rigid plastic	piece	19		1	20	1	1	1	3	1	2	3	2			2	28	25.96	726.88	
<b>COMMON JANITORIAL SUPPLIES</b>																					
1	BROOM, soft (tambo)	piece				0				0			0				0	0	91.94	-	
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0			0				0	0	24.88	-	
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				0				0			0				0	0	24.88	-	
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0			0				0	0	38.93	-	
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0				0			0				0	0	125.20	-	
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0			0				0	0	28.12	-	
8	FLOOR WAX, PASTE, RED	can				0				0			0				0	0	280.13	-	
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0			0				0	0	90.85	-	
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0				0			0				0	0	142.77	-	
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0			0				0	0	1,987.44	-	
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0			0				0	0	148.18	-	
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0			0				0	0	110.32	-	

14	RAGS, all cotton, 32 pieces per kilogram min	bundle			0				0				0			0	0	51.68	-
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0				0				0			0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll			0				0				0			0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar			0				0				0			0	0	7.57	-
<b>COMMON OFFICE EQUIPMENT</b>																			
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2		2				0				0			0	2	10,816.00	21,632.00
2	CALCULATOR, compact, 12 digits	unit	17	1	18				0	1			1			0	19	140.61	2,671.59
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece		50	50				0				0			0	50	273.10	13,655.00
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	64		64				0				0			0	64	273.10	17,478.40
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit			0				0				0			0	0	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	6		6				0	5			5			0	11	1,372.55	15,098.05
9	ELECTRIC FAN, STAND type, plastic blade	unit	4		5	1			0				0			0	5	1,046.65	5,233.25
10	ELECTRIC FAN, WALL type, plastic blade	unit	5		5				0	5			5			0	10	782.00	7,820.00
11	FACSIMILE MACHINE, uses thermal paper	unit			0				0				0			0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	1		1				0				0			0	1	1,123.78	1,123.78
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	3		3				0				0			0	3	5,191.68	15,575.04
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			0				0				0			0	0	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	6	2	1	9	3			3		5		5			0	17	6,064.78	103,101.26
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	5	6		11				0		1	10	11			0	22	35,887.49	789,524.78
23	Laptop Computer, branded	unit	2			2	1			1		1		1			0	4	36,587.28	146,349.12
<b>COMMON COMPUTER SUPPLIES</b>																				
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				0				0				0			0	0	22.66	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0				0			0	0	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece				0				0				0			0	0	261.75	-
10	MOUSE, optical, USB connection type	unit				0				0				0			0	0	140.39	-
<b>HANDBOOK ON PROCUREMENT</b>																				
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0				0			0	0	48.13	-
<b>CONSUMABLES</b>																				
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	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				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 CN045AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (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				0				0				0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0			0	0	379.64	-
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				0				0				0			0	0	3,009.01	-
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	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0	0	0.00	-

112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				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	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				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)**

<b>COMMON ELECTRICAL SUPPLIES</b>																				
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		-		
<b>COMMON OFFICE EQUIPMENT</b>																						
1	Duplicating machine	unit	1			1				0				0			0	1	60,000.00	60,000.00		
2	xerox machine	unit	2		2	4				0				0			0	4	50,000.00	200,000.00		
3	aircon cabinet type	unit	3		3	6				0				0			0	6	65,000.00	390,000.00		
4	Digital camera	Unit	4		1	5	1			1		1		1			0	7	40,000.00	280,000.00		
5	flat screen television	unit	5			5	3			3	2			2			0	10	40,000.00	400,000.00		
<b>COMMON OFFICE SUPPLIES</b>																						
1	Bond paper short	ream	73	5	12	90	5	17		22	71	10	12	93	21	2		23	228	140.00	31,920.00	
2	bulletin board	Piece	14			14	1			1	1	3		4				0	19	500.00	9,500.00	
3	continuous paper 3ply	box	6			6				0				0	6			6	12	2,000.00	24,000.00	
4	document filing tray	Piece	52		1	53	1		26	27	7	1		8	1			1	89	250.00	22,250.00	
5	filing box	Piece	141	20	5	166		5		5	5	4	5	14		5		5	190	200.00	38,000.00	
6	folder long	piece	715	65	639	1419	65	190	59	314	175	520	189	884	90	80	85	255	2872	6.00	17,232.00	
7	linen paper long	pack	88	15	20	123	18	21	20	59	28	60	21	109	10	20	5	35	326	40.00	13,040.00	
8	Marking pen permanent	piece	51	3	4	58	13	8	5	26	19	8	14	41	8	3	5	16	141	15.00	2,115.00	
9	pencil	box	48	7		55	2		10	12	11	6	8	25	5			5	97	25.00	2,425.00	
10	colored paper short	pack	15	2	4	21	4	4	2	10	7	7	2	16	2	3	2	7	54	15.00	810.00	
11	Permanent marker	box	2	2		4	2		12	14	2		2	4				0	22	200.00	4,400.00	
12	Sliding folder long	Piece	30	40	10	80	30	10	10	50	20	10	10	40	30	10	10	50	220	12.00	2,640.00	
13	Pentel pen	box	24			24	1		5	6	9		1	10	1			1	41	160.00	6,560.00	
14	photo paper	pack	57		56	113	2	6	2	10	20	14	11	45		3	2	5	173	200.00	34,600.00	
15	scotch tape	piece	46	2	5	53	2	7	5	14	21	11	2	34	7	2	2	11	112	20.00	2,240.00	
16	Ballpen (black, blue, red)	Dozen	31	4		35	5		2	7	26	3		29	6			6	77	200.00	15,400.00	
17	Brown envelop long	Piece	10	100		110			110	110				200	200			100	100	520	6.00	3,120.00
18	Brown folder long and short	Piece		40		40			80	80	80			50	130			50	50	300	10.00	3,000.00
19	cork board	piece		5		5				0				5	5			0	10	250.00	2,500.00	
20	looseleaf cover, legal size	Piece	20			20	20			20	20			20	20			20	80	12.00	960.00	
<b>COMMON JANITORIAL SUPPLIES</b>																						
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		-	
<b>CONSUMABLES</b>																						
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		-
9									0									0	0		-
10									0									0	0		-
11									0									0	0		-
12									0									0	0		-
13									0									0	0		-
14									0									0	0		-
15									0									0	0		-
16									0									0	0		-
17									0									0	0		-
18									0									0	0		-
19									0									0	0		-
20									0									0	0		-
21									0									0	0		-
22									0									0	0		-
23									0									0	0		-
24									0									0	0		-
25									0									0	0		-
26									0									0	0		-
27									0									0	0		-
28									0									0	0		-
29									0									0	0		-
30									0									0	0		-

**Office Equipment and Accessories**

1	Ink hp#60 Black and Color	Bottle		2		2		2		2		2		2		2		2	8	750.00	6,000.00
2	Epson ink	Bottle	72	2	27	101	18	20	8	46	59		26	85	21	5	1	27	259	400.00	103,600.00
3	External	Unit	7	2		9			1	1	3			3				0	13	4,100.00	53,300.00
4	Flash drive	unit	17	2		19				0	10	4	10	24		10		10	53	800.00	42,400.00
5	Compact disc rewritable	piece	130		25	155	20	5	25	50		5			20		20	230	20.00	4,600.00	
6	laminating machine	Unit			1	1				0								0	1	10,500.00	10,500.00
7	water dispenser	Unit	8	1		9				0								0	9	5,000.00	45,000.00
8	amplifier w/ 2 microphones and 2 speakers	Unit			1	1				0								0	1	40,000.00	40,000.00
9	Server pc	Unit	1			1				0								0	1	80,000.00	80,000.00
10	Printer	Unit	5			5	1			1		1		1				0	7	16,000.00	112,000.00

**Office Supplies**

1	data file box	box	33		5	38	5	5		10	5	8	5	18	5	5		10	76	200.00	15,200.00
2	elmers glue	bottle	33	4	2	39	5	2	3	10	8	10	5	23	9	2	2	13	85	55.00	4,675.00
3	filing holder	Piece	160			160				0	100	5		105				0	265	100.00	26,500.00
4	pentel pen ink	bootle	12		1	13	1			1	7			7	1	1	1	3	24	200.00	4,800.00
5	stabilo	piece	59	2	7	68	10	7	2	19	19	9	5	33	12	2	2	16	136	45.00	6,120.00
6	correction tape	Piece	11		1	12	4		2	6	4			4	4			4	26	40.00	1,040.00
7	thumb tacks	box	21	3	3	27	2	3	1	6	18	1	4	23		2		2	58	10.00	580.00
8	Spiral binding	Piece	5		5	10		5		5	5		5	10		5		5	30	70.00	2,100.00
9	Linen paper long and short	ream		40		40				0				0				0	40	360.00	14,400.00
10	folder a4	piece	55		5	60			5	5	35		5	40			5	5	110	6.00	660.00

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	-			
<b>C. TOTAL (A + B):</b>																		<b>4,010,924.05</b>			
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																		401,092.41			
<b>E. GRAND TOTAL (C + D)</b>																		<b>4,412,016.46</b>			
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																					
<b>G. MONTHLY CASH REQUIREMENTS</b>																					
G.1 Available at Procurement Service Stores	X				981555	X				146454	X				650583	X				92144.2	1870737.05
G.2 Other Items not available at PS but regularly purchased from other sources					1583069					231439					275994					49685	2140187
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					2564624					377893					926577					141829	4010924.05

\*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:  
  
ARNOLD C. GAGURANGAN  
\_\_\_\_\_  
Property/Supply Officer

Certified Funds Available / Certified  
Appropriate Funds Available:  
  
\_\_\_\_\_  
Accountant / Local Budget Officer

Approved by:  
  
URDUJAH A. TEJADA, Ph.D., CESO II  
\_\_\_\_\_  
Head of Office/Agency

Date: 11/9/2017



