

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2019 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the templates; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
  - form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
  - Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_DBM\_Region IVA).
  - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office: TESDA IV-B MIMAROPA  
 Region: IV-B MIMAROPA  
 Address: Doice Casa Subd., Tawiran Calapan City, Oriental Mindoro  
 Agency Account Code: No Code  
 Organization Type: TESDAIV-B MIMAROPA  
 Contact Person: Eddie Boy L. Lita  
 Position: Supply Officer/AOV  
 Email: [region4b.fasid@tesda.gov.ph](mailto:region4b.fasid@tesda.gov.ph)  
 Telephone/Mobile Nos: 433882408

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
		Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT	
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>Pesticides or Pest Repellents</b>																					
1 10910994K00 INSECTICIDE, aerosol type, net content: 600ml min	can	1	1	1	3	438.18	2	2	2	2	2	6	876.36	2	2	2	6	876.36	21.00	146.06	3,067.26
<b>Solvents</b>																					
2 191010A1001 ALCOHOL, ethyl, 68%70% scented, 500ml (can)	bottle	6	6	6	18	829.93	7	7	7	7	7	21	968.25	7	7	7	21	968.25	81.00	46.11	3,734.67
<b>Color Compounds and Dispersions</b>																					
3 19179354001 STAMP PAD INK, purple or violet	bottle	1	1	1	3	77.43	1	1	1	1	1	3	77.43	1	1	1	3	77.43	12.00	35.81	309.73
<b>Films</b>																					
4 13110324C00 ACETATE, thickness: 0.075mm min (gauge #2)	roll	1	0	0	1	772.68	1	0	0	0	0	1	772.68	1	0	0	1	772.68	4.00	772.68	3,090.72
5 191004CF002 CARBON FILM, PE, black, size 210mm x 337mm	box	3	3	3	9	1,966.91	3	3	3	3	3	9	1,966.91	3	3	3	9	1,966.91	36.00	218.55	7,867.62
6 191004CF002 CARBON FILM, PE, black, size 216mm x 330mm	box	0	0	0	0	0.00	1	0	0	0	0	1	218.55	0	0	0	0	0.00	1.00	218.55	218.55
<b>Paper Materials and Products</b>																					
7 14110524000 CARTOLINA, assorted colors	pack	1	0	0	1	76.28	1	0	0	0	0	1	76.28	0	0	0	0	0.00	2.00	76.28	152.56
8 1411066CF10 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	2	2	2	6	4,290.24	2	2	2	2	2	6	4,290.24	2	2	2	6	4,290.24	32.00	715.04	22,881.28
9 1411066CF12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,079.10	0.00
10 1411066CF13 CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,362.50	0.00
11 1411066CF14 CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	862.24	0.00
12 1411066CF13 CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	625.50	0.00
13 1411066CF13 CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1,084.55	0.00
14 1411066L001 LOOSELEAF COVER, made of chipboard, for legal	bundle	1	1	1	3	2,108.82	1	1	1	1	1	3	2,108.82	1	1	1	3	2,108.82	12.00	702.94	8,435.29

15	1410141480	NOTE PAD, stick on, 50mm x 76mm (3" x 3") min	pad	20	10	10	40	1,350.73	1,073.05	10	10	30	1,073.05	10	10	10	30	1,073.05	1,073.05	30	10	10	10	30	1,073.05	130.00	33.77	4,389.87
16	1410141490	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10	10	10	30	1,762.53	1,762.53	10	10	30	1,762.53	10	10	10	30	1,762.53	1,762.53	30	10	10	10	30	1,762.53	120.00	58.75	7,050.12
17	1410141499	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	15	15	15	45	1,957.10	1,304.73	10	15	30	1,304.73	10	15	10	35	1,522.19	1,304.73	35	10	10	10	30	1,304.73	140.00	43.49	6,088.74
18	1410141480	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	5	5	5	15	189.33	189.33	5	5	15	189.33	5	5	15	189.33	189.33	15	5	5	5	15	378.67	90.00	12.62	1,136.00	
19	1410141490	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	3	3	3	9	1,248.62	2,081.03	5	5	15	2,081.03	5	5	15	2,081.03	2,081.03	15	5	5	5	15	378.67	54.00	138.74	7,491.70	
20	1410141499	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	5	5	5	15	2,432.88	2,432.88	5	5	15	2,432.88	5	5	15	2,432.88	2,432.88	15	5	5	5	15	378.67	60.00	161.19	9,731.52	
21	1410141499	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	50	50	50	150	18,002.99	21,603.58	60	60	180	21,603.58	60	60	180	21,603.58	21,603.58	180	60	60	60	180	378.67	690.00	120.02	82,813.73	
22	1410141499	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	5	5	5	15	2,043.42	2,043.42	5	5	15	2,043.42	5	5	15	2,043.42	2,043.42	15	5	5	5	15	378.67	60.00	136.23	8,173.69	
23	1410141490	PAPER, PAD, ruled, size: 216mm x 330mm (A 2mm)	pad	1	1	1	3	54.54	54.54	1	1	3	54.54	1	1	3	54.54	54.54	3	1	1	1	3	54.54	12.00	18.18	218.17	
24	1410141499	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream	2	2	2	6	604.95	604.95	2	2	6	604.95	2	2	6	604.95	604.95	6	2	2	2	6	604.95	24.00	100.83	2,419.80	
25	1410141490	PAPER, THERMAL 58gsm, size: 216mm x 300mm x 30mm, 30m	roll	1	1	1	3	153.36	153.36	1	1	3	153.36	1	1	3	153.36	153.36	3	1	1	1	3	153.36	12.00	5.12	613.45	
26	1410141490	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	5	5	5	15	1,111.80	1,111.80	5	5	15	1,111.80	5	5	15	1,111.80	1,111.80	15	5	5	5	15	378.67	60.00	74.12	4,447.20	
27	1410141490	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5	5	5	15	1,602.30	1,602.30	5	5	15	1,602.30	5	5	15	1,602.30	1,602.30	15	5	5	5	15	378.67	60.00	106.82	6,409.20	
28	1410141499	TOILET TISSUE PAPER 3-ply sheets, 50 pulls	pack	50	50	50	150	10,284.15	3,085.25	10	15	20	45	3,085.25	30	30	90	6,170.49	3,085.25	90	30	30	30	90	378.67	375.00	68.56	25,710.38

Batteries and Cells and Accessories																											
29	201002AT401	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	5	5	5	15	310.16	310.16	5	5	15	310.16	5	5	15	310.16	310.16	15	5	5	5	15	310.16	60.00	20.68	1,240.64
30	201002AT402	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	5	5	5	15	306.56	306.56	5	5	15	306.56	5	5	15	306.56	306.56	15	5	5	5	15	306.56	60.00	20.44	1,226.25
31	201002AT409	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	2	2	2	6	555.90	555.90	2	2	6	555.90	2	2	6	555.90	555.90	6	2	2	2	6	555.90	24.00	92.65	2,223.60

Manufacturing Components and Supplies																											
32	31005064101	GLUE, all purpose, gross weight: 200 grams min	jar	2	2	2	6	300.71	300.71	2	2	6	300.71	2	2	6	300.71	300.71	6	2	2	2	6	300.71	24.00	50.12	1,202.84
33	31058045W101	STAPLE WIRE, for heavy duty staplers, (23/13)	box	5	5	5	15	325.04	325.04	5	5	15	325.04	5	5	15	325.04	325.04	15	5	5	5	15	325.04	60.00	21.67	1,300.15
34	31058045W50	STAPLE WIRE, STANDARD, (26/6)	box	5	5	5	15	315.23	315.23	5	5	15	315.23	5	5	15	315.23	315.23	15	5	5	5	15	315.23	60.00	21.02	1,260.91
35	3100507A101	TAPE, ELECTRICAL, 18mm x 66.01m (11mm)	roll	5	5	5	15	286.13	286.13	5	5	15	286.13	5	5	15	286.13	286.13	15	5	5	5	15	286.13	60.00	19.08	1,144.50
36	3100507A101	TAPE, MASKING, width: 24mm (11mm)	roll	5	5	5	15	866.55	866.55	5	5	15	866.55	5	5	15	866.55	866.55	15	5	5	5	15	866.55	60.00	57.77	3,466.20
37	3100507A101	TAPE, MASKING, width: 48mm (11mm)	roll	5	5	5	15	1,675.88	1,675.88	5	5	15	1,675.88	5	5	15	1,675.88	1,675.88	15	5	5	5	15	1,675.88	60.00	111.73	6,703.50
38	3100507A101	TAPE, PACKAGING, width: 48mm (11mm)	roll	5	5	5	15	286.13	286.13	5	5	15	286.13	5	5	15	286.13	286.13	15	5	5	5	15	286.13	60.00	19.08	1,144.50
39	3100507A101	TAPE, TRANSPARENT, width: 24mm (11mm)	roll	5	5	5	15	143.06	143.06	5	5	15	143.06	5	5	15	143.06	143.06	15	5	5	5	15	143.06	60.00	9.54	572.25
40	3100507A101	TAPE, TRANSPARENT, width: 48mm (11mm)	roll	5	5	5	15	286.13	286.13	5	5	15	286.13	5	5	15	286.13	286.13	15	5	5	5	15	286.13	60.00	19.08	1,144.50
41	3105607W101	TWINE, plastic, one (1) kilo per roll	roll	10	10	10	30	1,602.30	801.15	5	5	15	801.15	5	5	15	801.15	801.15	15	5	5	5	15	801.15	75.00	53.41	4,005.75

Heating and Ventilation and Air Circulation																												
42	4001004EF101	ELECTRIC FAN, INDUSTRIAL, ground type, metal blades	unit	1	1	1	3	3,063.99	3,063.99	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6.00	1,021.33	6,127.98
43	4001004EF101	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	3	3	3	9	11,252.07	11,252.07	3	3	9	11,252.07	3	3	9	11,252.07	11,252.07	9	3	3	3	9	11,252.07	36.00	1,250.23	45,008.28	
44	4001004EF101	ELECTRIC FAN, STAND type, plastic blade	unit	5	5	5	15	15,821.57	15,821.57	5	5	15	15,821.57	5	5	15	15,821.57	15,821.57	15	5	5	5	15	15,821.57	60.00	1,054.77	63,286.27	
45	4001004EF101	ELECTRIC FAN, WALL type, plastic blade	unit	3	3	3	9	6,316.66	6,316.66	3	3	9	6,316.66	3	3	9	6,316.66	6,316.66	9	3	3	3	9	6,316.66	36.00	701.85	25,266.64	

Lighting and Fixtures and Accessories																												
46	3100664F101	FLUORESCENT LAMP, 18 WATTS, linear, tubular (18)	piece	0	0	0	0	0.00	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0	0	0	0	0	0.00	0.00	42.51	0.00
47	3100664F101	Light Bulb, LED, 7 watts 1 pc in individual box	piece	1	1	1	3	227.92	227.92	1	1	3	227.92	1	1	3	227.92	227.92	3	1	1	1	3	227.92	13.00	75.97	911.68	

Measuring and Observing and Testing Equipment																											
48	4001004RU101	RULER, plastic, 450mm (18"), width: 38mm min	piece	2	2	2	6	97.32	97.32	2	2	6	97.32	0	0	0	0	97.32	0.00	0	0	0	0	0	18.00	16.22	291.95

Cleaning Equipment and Supplies																											
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49	4791014CF40	AIR FRESHENER, aerosol, 380ml/5yog min.	can	5	5	15	1,352.96	5	5	5	1,352.96	5	5	5	5	5	1,352.96	5	5	5	5	1,352.96	60.00	90.20	5,411.85	
50	4791014BL500	BROOM, soft (tampo)	piece	1	1	3	408.75	1	1	1	408.75	1	1	1	1	3	408.75	1	1	1	1	408.75	12.00	136.25	1,635.00	
51	4791014BL760	BROOM, STICK (TING-TING), usable length: 760mm min.	piece	2	2	6	192.28	2	2	2	192.28	2	2	2	2	6	192.28	2	2	2	2	192.28	24.00	32.05	769.10	
52	4791019T0160	CLEANER/TOILET BOWL AND URINAL, 900ml/1000ml cap	bottle	5	5	15	654.00	5	5	5	654.00	5	5	5	5	15	654.00	5	5	5	5	654.00	60.00	43.60	2,616.00	
53	4791019CF10	CLEANSER, SCOURING POWDER, 350g/100ml/can	can	2	2	6	150.42	2	2	2	150.42	2	2	2	2	6	150.42	2	2	2	2	150.42	24.00	25.07	601.68	
54	4791019CF120	DETERGENT POWDER, all purpose, 1kg	bar	20	20	60	503.58	20	20	20	503.58	20	20	20	20	60	503.58	20	20	20	20	503.58	240.00	8.39	2,014.32	
55	4791019CF120	DISINFECTANT SPRAY, aerosol type, 400-550 grams	pack	20	20	60	2,353.75	20	20	20	2,353.75	20	20	20	20	60	2,353.75	20	20	20	20	2,353.75	240.00	39.23	9,414.98	
56	4791019CF120	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2	2	6	156.18	2	2	2	156.18	2	2	2	2	6	156.18	2	2	2	2	156.18	24.00	26.03	624.70	
58	4791019CF120	FLOOR WAX, PASTE, RED	can	5	5	15	2,122.23	5	5	5	2,122.23	5	5	5	5	15	2,122.23	5	5	5	5	2,122.23	37.00	282.31	7,622.37	
59	4791019CF120	FURNITURE CLEANER, aerosol type, 300ml min per can	can	20	20	60	5,493.60	20	20	20	5,493.60	20	20	20	20	60	5,493.60	20	20	20	20	5,493.60	240.00	91.56	21,974.40	
60	4791019CF120	MOP BUCKET, heavy duty, hard plastic	unit	2	0	0	4,002.88	1	0	0	4,002.88	0	0	0	0	0	4,002.88	0	0	0	0	0	3.00	2,002.88	6,008.63	
61	4791019CF120	MOPHANDLE, heavy duty, aluminum, screw type	piece	2	0	0	305.20	1	0	0	305.20	0	0	0	0	0	305.20	0	0	0	0	0	3.00	152.60	457.80	
62	4791019CF120	MOPHEAD, made of rayon, weight: 400 grams min	piece	2	0	0	231.08	1	0	0	231.08	0	0	0	0	0	231.08	0	0	0	0	0	3.00	115.54	346.62	
63	4791019CF120	RAZES, all cotton, 32 pieces per kilogram min.	bundle	5	5	15	781.20	5	5	5	781.20	5	5	5	5	15	781.20	5	5	5	5	781.20	60.00	52.08	3,124.81	
64	4791019CF120	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	5	5	15	1,618.65	5	5	5	1,618.65	5	5	5	5	15	1,618.65	5	5	5	5	1,618.65	60.00	107.91	6,474.60	
65	4791019CF120	TRASHBAG, plastic, transparent	roll	20	20	60	8,796.30	20	20	20	8,796.30	20	20	20	20	60	8,796.30	20	20	20	20	8,796.30	180.00	146.61	26,388.90	
66	4791019CF120	WASTEBASKET, non-rigid plastic	piece	5	5	15	370.82	5	5	5	370.82	5	5	5	5	15	370.82	5	5	5	5	370.82	60.00	24.72	1,483.27	
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																										
67	431019020C04	Desktop Computer, branded	unit	1	0	0	41,093.00	1	0	0	41,093.00	1	0	0	0	0	41,093.00	1	0	0	0	0	41,093.00	4.00	41,093.00	164,372.00
68	431019020V00	DVD REWRITABLE, speed:4x mbh, 4.7GB capacity min.	piece	15	15	45	1,027.60	15	20	20	1,255.95	20	20	20	20	60	1,370.13	20	20	20	20	1,370.13	220.00	22.84	5,033.81	
69	431019020D02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	5	5	15	42,837.00	5	5	5	42,837.00	5	5	5	5	15	42,837.00	5	5	5	5	42,837.00	60.00	2,855.80	171,348.00	
70	431019020D100	FLASH DRIVE, 16 GB capacity	piece	50	10	10	70	20,295.80	30	10	10	40	10	10	40	11,557.60	20	10	10	10	30	4,398.15	180.00	289.94	55,088.60	
71	431019020D100	Laptop Computer, branded	unit	2	0	0	75,285.30	30	0	0	1,29,394.50	0	0	0	0	0	0	0	0	0	0	0	32.00	37,643.15	1,204,580.80	
72	431019020D100	MOUSE, optical, USB connection type	unit	5	5	15	2,122.23	5	5	5	2,122.23	5	5	5	5	15	2,122.23	5	5	5	5	2,122.23	60.00	141.48	8,488.92	
73	431019020FR020	PRINTER, (IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	34,724.13	0.00	
74	431019020FR020	PRINTER, (IMPACT DOT MATRIX, 9 pins, 30 columns	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8,379.92	0.00	
75	431019020FR100	PRINTER, LASER, monochrome, network-ready	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	799.73	0.00	
76	N/A	PRINTER, LASER, Color	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
77	N/A	PRINTER, Inkjet, Monochrome	piece	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
78	N/A	PRINTER, Inkjet, Color	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
79	N/A	Hub/Switches	unit	2	2	6	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	1	0.00	7.00	0.00	0.00	
80	N/A	Network Routers	unit	5	5	15	0.00	5	5	5	0.00	5	5	5	5	15	0.00	5	5	5	5	0.00	60.00	0.00	0.00	
81	N/A	Wireless Access Point	unit	5	5	15	0.00	5	5	5	0.00	5	5	5	5	15	0.00	5	5	5	5	0.00	60.00	0.00	0.00	
<b>Office Equipment and Accessories and Supplies</b>																										
82	441019020H000	CHALK, molded, white, dustless, length: 78mm min.	box	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	26.91	0.00	
83	441019020R010	CLIP, BACKFOLD, all metal, clamping: 19mm (1mm)	box	10	10	30	238.06	15	20	20	436.44	20	20	20	20	60	476.11	20	20	20	20	476.11	205.00	7.94	1,626.72	
84	441019020R100	CLIP, BACKFOLD, all metal, clamping: 25mm (1mm)	box	10	10	30	421.18	10	10	10	421.18	10	10	10	10	30	421.18	10	10	10	10	421.18	120.00	14.04	1,684.70	
85	441019020R100	CLIP, BACKFOLD, all metal, clamping: 32mm (1mm)	box	20	20	60	1,292.30	20	20	20	1,292.30	20	20	20	20	60	1,292.30	20	20	20	20	1,292.30	230.00	21.54	4,953.83	
86	441019020R100	CLIP, BACKFOLD, all metal, clamping: 50mm (1mm)	box	5	5	15	621.30	5	5	5	621.30	5	5	5	5	15	621.30	5	5	5	5	621.30	60.00	41.42	2,485.20	

87	441100CF40	CORRECTION TAPE, film base type, UL 6mm	piece	20	20	60	1,403.95	10	10	10	10	10	30	551.98	180.00	18.40	3,311.86
88	441105DF40	DATA FILE BOX, made of chipboard, with closed ends	piece	10	10	30	2,194.17	10	10	10	10	10	30	2,194.17	120.00	73.14	8,776.68
89	441201DF40	DATA FOLDER, made of chipboard, Lignila lock	piece	10	10	30	2,158.20	10	10	10	10	10	30	2,158.20	120.00	71.84	8,632.80
90	441306FN40	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	2	6	2,566.56	2	0	0	2	855.52	2	427.76	15.00	427.76	6,416.39
91	441306FN40	ENVELOPE, DOCUMENTARY, for legal size document	box	2	2	6	3,257.90	2	1	1	3	1,628.95	0	0.00	15.00	542.98	8,144.75
92	441306FN40	ENVELOPE, EXPANDING, RIFLEBOARD, for legal size doc	box	3	3	9	6,965.10	3	3	3	9	6,965.10	3	3	36.00	773.90	27,860.40
93	441306FN40	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thick, white, 80gsm (53)	piece	3	3	9	287.63	3	3	3	9	287.63	3	3	36.00	31.96	1,150.52
94	441306FN40	ENVELOPE, MAILING, white, 80gsm (53)	box	2	2	6	2,066.64	2	2	2	6	2,066.64	2	2	24.00	344.44	8,266.56
95	441304FN40	ENVELOPE, mailing, white, with window	box	1	1	3	1,291.65	1	1	1	3	1,291.65	0	0.00	9.00	430.55	3,874.95
96	441104FB40	ERASER, FELT, for blackboard/whiteboard	piece	2	2	6	69.85	2	2	2	6	69.85	2	2	24.00	11.64	279.39
97	441201FA70	FASTENER, METAL, 70mm between prongs	box	20	20	60	4,962.55	20	20	20	60	4,962.55	20	20	240.00	83.71	19,850.21
98	441104FD40	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	5	5	15	1,100.00	5	5	5	15	1,100.00	5	5	60.00	74.00	4,440.01
99	441201FT40	FILE TAB DIVIDER, Bristol board, for A4	set	3	3	9	117.72	3	3	3	9	117.72	3	3	36.00	13.08	470.88
100	441201FT40	FILE TAB DIVIDER, Bristol board, for legal	set	5	5	15	261.60	5	5	5	15	261.60	5	5	60.00	17.44	1,046.40
101	441201FO40	FOLDER, FANCY, for A4 size documents	bundle	20	20	60	15,938.17	20	20	20	60	15,938.17	20	20	240.00	265.47	63,712.68
102	441201FO40	FOLDER, FANCY, for legal size documents	bundle	20	20	60	18,312.00	20	20	20	60	18,312.00	20	20	240.00	305.20	73,248.00
103	441201FO40	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	10	10	30	5,379.15	10	10	10	30	5,379.15	10	10	120.00	179.31	21,516.60
104	441201FO40	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	5	5	15	3,359.93	5	5	5	15	3,359.93	5	5	60.00	324.00	13,439.70
105	441201FO40	FOLDER, PRESSBOARD, size: 240mm x 370mm (9mm)	box	10	10	30	23,478.60	10	10	10	30	23,478.60	10	10	120.00	782.62	93,914.40
106	441201FO40	FOLDER, TAGBOARD, for A4 size documents	pack	20	20	60	13,668.60	20	20	20	60	13,668.60	20	20	240.00	327.81	54,674.40
107	441201FO40	FOLDER, TAGBOARD, for legal size documents	pack	20	20	60	17,584.75	20	20	20	60	17,584.75	20	20	240.00	393.08	70,339.01
108	441201FT40	INDEX TAB, self-adhesive, transparent	box	20	20	60	3,262.15	20	20	20	60	3,262.15	20	20	240.00	54.37	13,048.61
109	441105MF40	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	20	20	60	2,616.00	20	20	20	60	2,616.00	20	20	240.00	43.60	10,464.00
110	441201MA40	MARKER, FLUORESCENT, 3 assorted colors per set	set	5	5	15	585.33	5	5	5	15	585.33	5	5	60.00	39.02	2,341.32
111	441201MA40	MARKER, whiteboard, black, felt tip, bullet type	piece	5	5	15	162.03	5	5	5	15	162.03	5	5	60.00	10.80	648.11
112	441201MA40	MARKER, whiteboard, blue, felt tip, bullet type	piece	10	10	30	324.06	10	10	10	30	324.06	10	10	120.00	10.80	1,296.23
113	441201MA40	MARKER, whiteboard, red, felt tip, bullet type	piece	10	10	30	324.06	10	10	10	30	324.06	10	10	120.00	10.80	1,296.23
114	441201MA40	MARKER, PERMANENT, bullet type, black	piece	10	10	30	303.46	10	10	10	30	303.46	10	10	120.00	10.42	1,213.82
115	441201MA40	MARKER, PERMANENT, bullet type, blue	piece	10	10	30	303.46	10	10	10	30	303.46	10	10	120.00	10.42	1,213.82
116	441201MA40	MARKER, PERMANENT, bullet type, red	piece	10	10	30	303.46	10	10	10	30	303.46	10	10	120.00	10.42	1,213.82
117	441201PC40	PAPER CLIP, vinylplastic coat, length: 32mm min	box	30	30	90	564.08	30	30	30	90	564.08	30	30	360.00	6.27	2,256.30
118	441201PC40	PAPER CLIP, vinylplastic coat, length: 48mm min	box	30	30	90	1,201.73	30	30	30	90	1,201.73	30	30	360.00	13.35	4,806.90
119	441201PC40	PENCIL, lead, w/ eraser, wood cased, hardness HB	box	2	2	6	136.73	2	2	2	6	136.73	2	2	24.00	21.79	522.94
120	441201RB40	RING BINDER, 8o rings, plastic, 32mm X 121mm	bundle	10	10	30	6,339.88	10	10	10	30	6,339.88	10	10	120.00	211.33	25,359.50
121	441201RU40	RUBBER BAND, 70mm min lay flat length (416)	box	1	0	1	101.37	1	0	0	1	101.37	0	0.00	4.00	101.37	405.48
122	441201SF40	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5	5	15	434.91	1	1	1	3	86.98	2	2	30.00	28.99	869.82
123	441201SI40	CUTTER BLADE, for heavy duty cutter	piece	10	10	30	376.16	5	5	5	15	185.08	5	5	90.00	12.34	1,110.49
124	441201SU40	CUTTER KNIFE, for general purpose	piece	10	10	30	861.65	10	10	10	30	861.65	10	10	120.00	28.72	3,446.58
125	440201SE40	DATING AND STAMPING MACHINE, heavy duty	piece	2	3	8	4,011.03	1	0	0	1	501.38	0	0.00	9.00	501.38	4,512.40
126	441201SF40	PENCIL SHARPENER, manual, single cutter head	piece	5	5	15	2,943.00	5	5	5	15	2,943.00	5	5	60.00	196.20	11,772.00

	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465															
	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100	441005-PT100														
	PUNCHER, paper, heavy duty, with two hole guide	SCISSORS, symmetrical, blade length: 65mm	STAPLER, STANDARD TYPE, load cap: 200 staples	STAPLER, BINDER TYPE, heavy duty, desktop	STAPLER REMOVER, PLIER TYPE	TAPE DISPENSER, TABLE TOP, for 24mm width tape	BINDING AND PUNCHING MACHINE, binding cap: 50mm	CALCULATOR, compact, 12 digits	FACTSMILE MACHINE, uses thermal paper	PAPER TRIMMER/CUTTING MACHINE, mark paper size: B4	PAPER SHREDDER, cutting width: 30mm (Auto Entry Level)	PAPER SHREDDER, cutting width: 30mm (Auto Mid-Level)	DRUM CART, BROTHER DR-3455	INK CART, CANON CL-741, Col	INK CART, CANON CL-814, Colored	INK CART, CANON PG-740, Black	INK CART, CANON PG-810, Black	INK CART, EPSON C13T664100 (T6641), Black	INK CART, EPSON C13T664200 (T6642), Cyan	INK CART, EPSON C13T664300 (T6643), Magenta	INK CART, EPSON C13T664400 (T6644), Yellow	INK CART, HP C1904AA (HP62) Black	INK CART, HP C1906AA (HP62) Tri-color	INK CART, HP C9353AA (HP21), Black	INK CART, HP C9352AA (HP23), Tri-color	INK CART, HP C9363AA (HP57), Tri-color	INK CART, HP C9392A (HP72) 69ml Photo Black	INK CART, HP C9390A (HP72) 69ml Cyan	INK CART, HP C9399A (HP72) 69ml Magenta	INK CART, HP C9400A (HP72) 69ml Yellow	INK CART, HP C9401A (HP72) 69ml Grey	INK CART, HP C9403A (HP72) 130ml Matte Black	INK CART, HP CC643AA (HP66), Black	INK CART, HP CC643AA (HP66), Tri-color	INK CART, HP CD887AA (HP703), Black	INK CART, HP CD888AA (HP703), Tri-color	INK CART, HP CD922AA (HP 920XL), Cyan	INK CART, HP CD923AA (HP 920XL), Magenta	INK CART, HP CD924AA (HP 920XL), Yellow															
	piece	pair	piece	unit	piece	unit	unit	unit	unit	unit	unit	unit	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart	cart													
	20,744.88	138.30	150.00	4,148.98	4,148.98	30	4,148.98	30	4,148.98	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10								
	20,744.88	138.30	150.00	4,148.98	4,148.98	30	4,148.98	30	4,148.98	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10				
	20,744.88	138.30	150.00	4,148.98	4,148.98	30	4,148.98	30	4,148.98	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		
	20,744.88	138.30	150.00	4,148.98	4,148.98	30	4,148.98	30	4,148.98	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10

Printer or Facsimile or Photocopier Supplies









286	44010105A80	TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,646.50	0.00	0.00			
287	44010105A80	TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,308.30	0.00	0.00			
288	44030955A80	TONER CART, SAMSUNG SCX-D6055FA, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,567.10	0.00	0.00			
289	44010108B05	TONER CARTRIDGE, 4176, black, for printer HL-6100DW	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,361.24	0.00	0.00			
290	44030955A80	TONER CARTRIDGE, CANON 324 II, for printer LPD0950X	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14,043.56	0.00	0.00			
<b>Audio and Visual Equipment and Supplies</b>																																
291	451019790C01	DOCUMENT CAMERA, 32M pixels	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30,247.50	0.00	0.00		
292	45101094AM00	MULTIMEDIA PROJECTOR, 4000 min ANSLumens	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19,511.00	0.00	0.00			
293	551019591B01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	5	5	15	5,019.45	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,346.30	55.00	334.63	18,404.65		
<b>Printed Publications</b>																																
294	551019544B01	HANDBOOK (RA 918), 7th Edition	book	20	0	40	1,940.20	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	485.05	60.00	48.51	2,910.30	
<b>Fire Fighting Equipment</b>																																
295	461000FE400	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kg	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,099.00	0.00	0.00	
296	461000FE100	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kg	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,234.00	0.00	0.00	
<b>Consumer Electronics</b>																																
297	521019530A01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	3	0	3	21,469.25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3.00	7,156.42	21,469.25	
<b>Furniture and Furnishings</b>																																
298	56101914CM301	CHAIR, monobloc, beige, with backrest, w/fo armrest	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	275.23	0.00	0.00	
299	56101914CM301	CHAIR, monobloc, white, with backrest, w/fo armrest	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	275.23	0.00	0.00	
300	56101917M501	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")/min	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,389.75	0.00	0.00		
301	56101917M501	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,389.75	0.00	0.00		
<b>Arts and Crafts Equipment and Accessories and Supplies</b>																																
302	60101952B010	CLEARBOOK, 20 transparent pockets, for A4 size	piece	10	10	30	1,250.78	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120.00	41.69	5,003.10		
303	60101952B010	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	5	5	15	666.26	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60.00	44.42	2,665.05		
304	60101948R001	ERASER, PLASTIC/RUBBER, for pencil drafting	piece	2	2	6	27.80	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24.00	4.63	111.18		
305	60101948R001	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	10	10	30	1,088.26	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120.00	36.28	4,353.02		
306	60101948R002	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	10	10	30	1,088.26	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120.00	36.28	4,353.02		
307	60101948R003	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	10	10	30	1,088.26	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120.00	36.28	4,353.02		
308	60101948R001	WRAPPING PAPER, kraft, 65gsm (-52)	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	135.90	0.00	0.00	
<b>SOFTWARE</b>																																
4	43230000STF001	Business function specific software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
2	43230000STF002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
3	43230000STF003	Computer game or entertainment software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
4	43230000STF004	Content authoring and editing software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
5	43230000STF005	Content management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
6	43230000STF006	Data management and query software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
7	43230000STF007	Development software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
8	43230000STF008	Educational or reference software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
9	43230000STF009	Industry specific software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	



1	*						0	0.00				0	0.00		0	0.00	0.00	0.00
							0	0.00				0	0.00		0	0.00	0.00	0.00
							0	0.00				0	0.00		0	0.00	0.00	0.00
							0	0.00				0	0.00		0	0.00	0.00	0.00
							0	0.00				0	0.00		0	0.00	0.00	0.00
							0	0.00				0	0.00		0	0.00	0.00	0.00
							0	0.00				0	0.00		0	0.00	0.00	0.00
<b>Office Supplies</b>																		
1						0	0.00					0	0.00		0	0.00	0.00	0.00
2						0	0.00					0	0.00		0	0.00	0.00	0.00
3						0	0.00					0	0.00		0	0.00	0.00	0.00
<b>Audio and visual presentation and composing equipment</b>																		
1						0	0.00					0	0.00		0	0.00	0.00	0.00
2						0	0.00					0	0.00		0	0.00	0.00	0.00
3						0	0.00					0	0.00		0	0.00	0.00	0.00
<b>Photographic or filming or video equipment</b>																		
1						0	0.00					0	0.00		0	0.00	0.00	0.00
2						0	0.00					0	0.00		0	0.00	0.00	0.00
3						0	0.00					0	0.00		0	0.00	0.00	0.00
<b>Cleaning Equipment and Supplies</b>																		
1						0	0.00					0	0.00		0	0.00	0.00	0.00
2						0	0.00					0	0.00		0	0.00	0.00	0.00
3						0	0.00					0	0.00		0	0.00	0.00	0.00
<b>Paper Materials and Products</b>																		
1						0	0.00					0	0.00		0	0.00	0.00	0.00
2						0	0.00					0	0.00		0	0.00	0.00	0.00
3						0	0.00					0	0.00		0	0.00	0.00	0.00
<b>Lighting and fixtures and accessories</b>																		
1						0	0.00					0	0.00		0	0.00	0.00	0.00
2						0	0.00					0	0.00		0	0.00	0.00	0.00
3						0	0.00					0	0.00		0	0.00	0.00	0.00


Electrical equipment and components and supplies															
1				0	0.00									0	0.00
2				0	0.00									0	0.00
3				0	0.00									0	0.00
				0	0.00									0	0.00
				0	0.00									0	0.00
				0	0.00									0	0.00
<b>Computer Supplies</b>															
1				0	0.00									0	0.00
2				0	0.00									0	0.00
3				0	0.00									0	0.00
				0	0.00									0	0.00
				0	0.00									0	0.00
				0	0.00									0	0.00
<b>Common ICT Equipment</b>															
1				0	0.00									0	0.00
2				0	0.00									0	0.00
3				0	0.00									0	0.00
				0	0.00									0	0.00
				0	0.00									0	0.00
				0	0.00									0	0.00
<b>CONSUMABLES</b>															
1				0	0.00									0	0.00
2				0	0.00									0	0.00
3				0	0.00									0	0.00
				0	0.00									0	0.00
				0	0.00									0	0.00
				0	0.00									0	0.00
<b>Other Categories</b>															
1				0	0.00									0	0.00
2				0	0.00									0	0.00
3				0	0.00									0	0.00
				0	0.00									0	0.00
				0	0.00									0	0.00


<b>A. TOTAL</b>										6,522,241.12
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>										652,224.11
<b>C. GRAND TOTAL (A + B)</b>										7,174,465.23
<b>D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>										
<b>G. MONTHLY CASH REQUIREMENTS</b>										
G.1 Available at Procurement Service Stores										1,287,851.28
										1,306,576.69
										2,449,982.02
										1,477,831.12


G.2 Other items not available at PS but regularly purchased from other sources											6,522,241.12
P	P	P	P	P	P	P	P	P	P	P	P
TOTAL MONTHLY CASH REQUIREMENTS	1,477,831.12	2,449,982.02	1,306,576.69	1,287,851.28							

\*Agency must put the monthly requirement for air tickets both local and international.

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:   
**Eddie Boy L. Litia**  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
**MARIA LORENA B. CUENCA**  
 Accountant / Local Budget Officer

Approved by:  
  
**EDWITT T. AMLOYO, CES DIV**  
 Head of Office/Agency

Date Prepare August 31, 2018