

**ANNUAL PROCUREMENT PLAN FOR 2016  
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Orquieta) and Southern Leyte (Maasin)- Region XIII
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataman)- Regions VI, VII, VIII, X, & XI
  - c. Surigao Del Norte - Surigao Del Norte
  - d. Zamboanga Sibugay- Zamboanga Sibugay
  - e. Camiguin - Camiguin
3. 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.
4. APPs are considered **Incorrect** if: a) form used is other than the prescribed format downloaded at [philgeps.gov.ph](mailto: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.
5. 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.
6. 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
6. The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
  - a. [ps.app.nga@gmail.com](mailto:ps.app.nga@gmail.com)- For central and regional offices of all national government agencies
  - b. [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com)- For main and other campuses of all state universities and colleges
  - c. [ps.app.goccd@gmail.com](mailto:ps.app.goccd@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - d. [ps.app.deped@gmail.com](mailto:ps.app.deped@gmail.com)- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: DEPARTMENT OF TRADE & INDUSTRY/PHIL. INTERNATIONAL TRADING CORPORATION  
 Region: \_\_\_\_\_  
 Address: NDC Bldg., 116 Tordesillas Street, Salcedo Village, Makati City

Contact Person: MA. VERONICA A. MORALES/GEN MARIE I. BAES  
 Position: OIC-Admin. Services Div./DEMO III  
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 Telephone/Mobile Nos: 818-98-01

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	25	25	25	75	9	10	10	29	10	10	11	31				0	135	17.14	2,313.90
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	25	25	25	75	4	4	4	12	5	5	5	15				0	102	14.77	1,506.54
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	76.44	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	41.50	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	101.82	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
7 TAPE, electrical	roll				0													0	0	18.20	-
<b>COMMON OFFICE SUPPLIES</b>																					
1 ACETATE, gauge #3, 50m per roll	roll				0													0	0	624.00	-
2 AIR FRESHENER, 280ml/can	can	13	12	13	38	2	2	2	6	1	1	2	4					48	48	81.12	3,899.76
3 ALCOHOL, 70%, ethyl, 500ml	bottle	48	46	48	142	23	23	23	69	24	24	25	73					284	284	43.14	12,251.76
4 CARBON FILM, A4 size, 100 sheets per box	box			1	1				0				0					1	1	233.60	223.60
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0					0	0	253.92	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0					0	0	70.50	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0					0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0					0	0	37.44	-
9 CLEARBOOK, Legal size	piece				0				0				0					0	0	41.60	-
10 CLIP, backfold, 19mm, 12 pieces per box	box	11	11	11	33	4	5	5	14	3	3	3	9					56	56	7.28	407.68
11 CLIP, backfold, 25mm, 12 pieces per box	box	10	10	9	29	2	2	2	6	2	2	2	6					41	41	16.64	682.44
12 CLIP, backfold, 32mm, 12 pieces per box	box	9	9	10	28	2	2	2	6				0					34	34	20.68	703.12
13 CLIP, backfold, 50mm, 12 pieces per box	box	11	11	12	34	3	4	4	11				0					45	45	43.68	1,966.60
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0				0				0					0	0	41.08	-
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0					0	0	69.73	-
16 DATA FOLDER, made with chipboard, tagline lock	piece	57	57	56	170	22	22	22	66	28	28	28	84					320	320	76.95	24,624.00
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box			1	1				0				0					1	1	403.52	403.52
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box			1	2				0				0					2	2	507.40	1,014.80
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2	2	2	6	1			2				0					8	8	621.71	4,973.68
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0					0	0	35.03	-
21 ENVELOPE, MAILING, 500 pieces per box	box	1	1	1	3				0				0					3	3	139.36	418.08
22 ENVELOPE, MAILING, with window, 500 pieces per box	box				0				0				0					0	0	195.36	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0					0	0	10.07	-
24 ERASER, plastic or rubber	piece				0				0				0					5	5	2.16	10.80
25 FASTENER, for paper, metal, 50 sets per box	box	33	33	33	99	5	6	6	17	9	10	10	29					145	145	57.09	8,278.05
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	2	2	3	7				0				0					7	7	82.87	580.09
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0					0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0					0	0	16.64	-
29 FOLDER, Fancy, A4, 50s1 bundle	bundle				0				0				0					0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0					0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0					3	3	166.40	499.20
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0					5	5	183.00	910.00
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	2	2	2	6	1	1	1	3	1	1	2	4					13	13	935.89	12,166.57
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack			1	1				1				0					2	2	248.56	497.12
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	1	2	2	5	1	1	1	2	1	1	1	3					10	10	299.98	2,999.80
36 CLUE, all purpose, 300 grams min.	jar				0				0				0					1	1	48.88	48.88
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	14	14	14	42				0				7					49	49	50.84	2,491.16
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0					0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece	18	18	18	54				0				5					59	59	43.84	2,586.56
40 MARKER, fluorescent, 3 colors per set	set	6	6	6	18	2	2	2	6	3	3	3	10					34	34	35.55	1,208.70



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1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	1	1	1	3													0	5	7.85	39.25
2 CUTTER KNIFE, heavy duty	piece	1	1	1	3													0	10	19.43	194.30
3 DATING AND STAMPING MACHINE	piece				0													0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	2	2	2	6													0	7	187.20	1,310.40
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1	1	1	3													0	3	123.43	370.29
6 SCISSORS, (6")	pair	7	8	8	23													0	36	15.53	559.08
7 STAPLER, standard	piece	2	2	2	6													0	12	92.23	1,106.76
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0													0	0	1,059.76	-
9 STAPLE REMOVER, pier type	piece	3	4	4	11													0	16	17.63	282.08
10 TAPE DISPENSER, table top	piece				0													0	4	47.72	190.88
11 WASTE BASKET, non-rigid plastic	piece				0													0	5	30.68	153.40
<b>COMMON JANITORIAL SUPPLIES</b>																					
1 BROOM, soft (tambo)	piece				0													0	0	104.00	-
2 BROOM, stick (dinging)	piece				0													0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0													0	0	41.60	-
4 CLEANER, scouring powder, 350grams/can	can				0													0	0	18.20	-
5 DETERGENT POWDER, all purpose, 4kilo/pouch	pouch				0													0	0	41.60	-
6 DISINFECTANT SPRAY, 400-550 grams	can	3	3	3	9													0	18	114.40	2,059.20
7 DUST PAN, non-rigid plastic	piece				0													0	0	36.28	-
8 FLOOR WAX, Paste, red	can				0													0	0	228.80	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can				0													0	0	84.76	-
10 INSECTICIDE, aerosol type, 600ml/can	can				0													0	0	117.52	-
11 MOPBUCKET	piece				0													0	0	1,872.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0													0	0	130.00	-
13 MOPHEAD, made of rayon	piece				0													0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle			1	1													0	2	43.68	87.36
15 SCOURING PAD, 5 pieces per pack	pack				0													0	0	119.60	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	1	1	1	2													0	5	139.88	699.40
<b>COMMON OFFICE EQUIPMENT</b>																					
BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0													0	0	10,398.96	-
CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0						1							0	1	153.92	153.92
CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0						0							0	0	413.92	-
CHAIR, monobloc, without armrest, beige	piece				0						0							0	0	280.80	-
CHAIR, monobloc, without armrest, white	piece				0						0							0	0	280.80	-
DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0						0							0	0	6,229.60	-

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DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600x) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0									0	0	25,168.00	-
8 ELECTRIC FAN, Industrial	unit				0				0									0	0	1,144.00	-
9 ELECTRIC FAN, orbit type	unit				0				0									0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0									0	0	1,036.88	-
11 ELECTRIC FAN, wall type	unit				0				0									0	0	933.92	-
FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial and fax/fel switchove	unit				0				1									0	1	3,502.72	3,502.72
12 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.) brand new	unit				0				0									0	0	1,295.84	-
13 FIRE EXTINGUISHER, pure HFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs.) brand new	unit				0				0									0	0	3,939.52	-
14 MULTIMEDIA PROJECTOR, 4000 ansi lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0									0	0	41,116.70	-
15 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap, automatic clamping, stationary blade guard, A4-A6 format indications	unit				0				0									0	0	7,956.00	-
16 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of Z065m paper	unit				0				0									0	0	5,491.20	-
17 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps	unit				0				0									0	0	18,417.17	-
18 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0									0	0	5,831.52	-
19 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0									0	0	10,000.00	-
20 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0									0	0	1,653.60	-
21 TABLE, monohic, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0									0	0	1,332.40	-
22 TABLE, monohic, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0									0	0	1,333.40	-
<b>COMMON COMPUTER SUPPLIES</b>																					
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	1	1	1	3				0									0	3	601.90	1,805.70
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	2	2	2	6				0									0	6	882.44	5,294.64
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0									0	0	683.49	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0									0	0	950.56	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0									0	0	570.91	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0									0	0	910.00	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				4	4	4	4	12					0	12	21.37	256.44



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EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/MacOSX 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	20	234.00	4,680.00		
FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	4	4	4	12	1													4	137.28	549.12		
MOUSE, optical, USB connection type	unit	1	1	2	4																		
<b>HANDBOOK ON PROCUREMENT</b>																							
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece		1	1	2	1				1		2					1	1	5	28.90	144.50		
<b>CONSUMABLES</b>																							
1 INK CART, BROTHER LC39BK, Black	cart				0								0						0	681.20	-		
2 INK CART, BROTHER LC39C, Cyan	cart				0								0						0	447.20	-		
3 INK CART, BROTHER LC39M, Magenta	cart				0								0						0	447.20	-		
4 INK CART, BROTHER LC39Y, Yellow	cart				0								0						0	447.20	-		
5 INK CART, BROTHER LC67B, Black	cart				0								0						0	910.00	-		
6 INK CART, BROTHER LC67C, Cyan	cart				0								0						0	546.00	-		
7 INK CART, BROTHER LC67M, Magenta	cart				0								0						0	546.00	-		
8 INK CART, BROTHER LC67Y, Yellow	cart				0								0						0	546.00	-		
9 INK CART, BROTHER LC67HYB, Black	cart				0								0						0	1,601.60	-		
10 INK CART, BROTHER LC67HYC, Cyan	cart				0								0						0	868.40	-		
11 INK CART, BROTHER LC67HYM, Magenta	cart				0								0						0	868.40	-		
12 INK CART, BROTHER LC67HY, Yellow	cart				0								0						0	868.40	-		
13 INK CART, CANON PG-810, Black	cart				0								0						0	619.84	-		
14 INK CART, CANON PG-740, Black	cart				0								0						0	702.00	-		
15 INK CART, CANON PG-1725, Black	cart				0								0						0	491.92	-		
16 INK CART, CANON CL-1726, Black	cart				0								0						0	464.88	-		
17 INK CART, CANON CL-811, Colored	cart				0								0						0	819.52	-		
18 INK CART, CANON CL-741, Colored	cart				0								0						0	819.52	-		
19 INK CART, CANON CL-1726, Cyan	cart				0								0						0	535.60	-		
20 INK CART, CANON CL-1726, Magenta	cart				0								0						0	535.60	-		
21 INK CART, CANON CL-1726, Yellow	cart				0								0						0	535.60	-		
22 INK CART, EPSON C31T038190 (T0 38), Black	cart				0								0						0	491.92	-		
23 INK CART, EPSON C31T039090 (T0 39), Colored	cart				0								0						0	770.64	-		
24 INK CART, EPSON C31T05190(2N)(G1N), Black	cart				0								0						0	426.40	-		
25 INK CART, EPSON C31T05290(2N)(G1N), Cyan	cart				0								0						0	426.40	-		
26 INK CART, EPSON C31T05390(2N)(G1N), Magenta	cart				0								0						0	426.40	-		
27 INK CART, EPSON C31T05490(2N)(G1N), Yellow	cart				0								0						0	426.40	-		
28 INK CART, EPSON C31T664100 (T6641), Black	cart	1			1	1			2	2			2						6	254.80	2,293.20		
29 INK CART, EPSON C31T664200 (T6642), Cyan	cart	1			1	1			2	1			2						5	254.80	2,038.40		
30 INK CART, EPSON C31T664300 (T6643), Magenta	cart	1			1	1			2	1			2						5	254.80	2,038.40		
31 INK CART, EPSON C31T664400 (T6644), Yellow	cart	1			1	1			2	1			2						5	254.80	2,038.40		
32 INK CART, HP 51645A, (HP45), Black	cart				0								0						0	1,310.40	-		

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33  INK CART, HP C832A, (HP23), Tri-color	cart				0				0									0	0	1,612.00	-
34  INK CART, HP C484A, (HP10), Black	cart				0				0									0	0	1,492.40	-
35  INK CART, HP C4906AA, (HP940XL), Black	cart				0				0									0	0	1,523.60	-
36  INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0									0	0	1,029.60	-
37  INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0									0	0	1,029.60	-
38  INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0									0	0	1,029.60	-
39  INK CART, HP C4936A, (HP18), Black	cart				0				0									0	0	891.28	-
40  INK CART, HP C4937A, (HP18), Cyan	cart				0				0									0	0	672.88	-
41  INK CART, HP C4938A, (HP18), Magenta	cart				0				0									0	0	672.88	-
42  INK CART, HP C4939A, (HP18), Yellow	cart				0				0									0	0	672.88	-
43  INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0									0	0	1,513.20	-
44  INK CART, HP C6615DA, (HP15), Black	cart				0				0									0	0	1,237.60	-
49  INK CART, HP C6635AA, (HP7), Tri-color	cart				0				0									0	0	1,346.80	-
46  INK CART, HP C6656AA, (HP56), Black	cart	1	1	1	3				0	1	1	1	3					0	6	921.44	5,528.64
47  INK CART, HP C6657AA, (HP57), Tri-color	cart	1	1	1	3				0	1	1	1	3					0	6	1,466.40	8,798.40
48  INK CART, HP C8727AA, (HP27), Black	cart				0				0									0	0	800.80	-
49  INK CART, HP C8765WA, (HP94), Black	cart				0				0									0	0	884.00	-
50  INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0									0	0	1,103.44	-
51  INK CART, HP C8767WA, (HP96), Black	cart				0				0									0	0	1,357.20	-
52  INK CART, HP C9354A, (HP21), Black	cart				0				0									0	0	643.76	-
53  INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0									0	0	751.92	-
54  INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0									0	0	1,346.80	-
55  INK CART, HP C9362WA, (HP92), Black	cart				0				0									0	0	600.08	-
56  INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0									0	0	1,490.32	-
57  INK CART, HP C9364WA, (HP98), Black	cart				0				0									0	0	811.20	-
58  INK CART, HP C9314A, (HP900), Black	cart			1	1				0	1	1	2	0					0	3	296.40	889.20
59  INK CART, HP C9315A, (HP900), Tri-color	cart				0				0	1	1	2	0					0	2	366.88	711.76
60  INK CART, HP C9335WA, (HP74), Black	cart				0				0									0	0	678.08	-
61  INK CART, HP C9336WA, (HP74XL), Black	cart				0				0									0	0	1,461.20	-
62  INK CART, HP C9337WA, (HP75), Tri-color	cart				0				0									0	0	780.00	-
63  INK CART, HP C9338WA, (HP75XL), Tri-color	cart				0				0									0	0	1,482.00	-
64  INK CART, HP CC640WA, (HP60), Black	cart				0				0	1	1	1	3					0	3	634.40	1,993.20
65  INK CART, HP CC641WA, (HP60XL), Black	cart				0				0									0	0	1,398.80	-
66  INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0	1	1	1	3					0	3	747.76	2,243.28
67  INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0									0	0	1,627.60	-
68  INK CART, HP CC653AA, (HP901), Black	cart				0				0									0	0	634.40	-
69  INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0									0	0	977.60	-
70  INK CART, HP CC660AA, (HP702), Black	cart				0				0									0	0	1,004.64	-
71  INK CART, HP CD887AA, (HP703), Black	cart				0				0									0	0	346.32	-
72  INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0									0	0	346.32	-
73  INK CART, HP CD971AA, (HP 920), Black	cart				0				0									0	0	792.48	-
74  INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0									0	0	608.40	-
75  INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0									0	0	608.40	-
76  INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0									0	0	608.40	-
77  INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0									0	0	1,144.00	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT										
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity					
78 INK CART, HP CE310A, (HP678), Black	cart				0							0						0	0	0	0	0	0	608.40	-
79 INK CART, HP CE310A, (HP678), Tricolor	cart				0							0						0	0	0	0	0	0	752.96	-
80 INK CART, HP CE310A, (HP678), Black	cart				0							0						0	0	0	0	0	0	1,542.32	-
81 INK CART, HP CE310A, (HP678), Cyan	cart				0							0						0	0	0	0	0	0	1,144.00	-
82 INK CART, HP CE310A, (HP678), Magenta	cart				0							0						0	0	0	0	0	0	1,144.00	-
83 INK CART, HP CE310A, (HP678), Yellow	cart				0							0						0	0	0	0	0	0	1,144.00	-
84 INK CART, HP CE310A, (HP678), Black	cart	1	2	2	5							0	1	2	2	2	5	0	0	0	0	0	0	346.32	3463.20
85 INK CART, HP CE310A, (HP678), Tricolor	cart				0							0						0	0	0	0	0	0	357.76	-
86 INK CART, HP CE310A, (HP678), Black	cart				0							0						0	0	0	0	0	0	360.88	-
87 INK CART, HP CE310A, (HP678), Cyan	cart				0							0						0	0	0	0	0	0	364.00	-
88 INK CART, HP CE310A, (HP678), Magenta	cart				0							0						0	0	0	0	0	0	239.20	-
89 INK CART, HP CE310A, (HP678), Yellow	cart				0							0						0	0	0	0	0	0	239.20	-
90 INK CART, HP CE310A, (HP678), Black	cart				0							0						0	0	0	0	0	0	239.20	-
91 INK CART, HP CE310A, (HP678), Tricolor	cart				0							0						0	0	0	0	0	0	915.20	-
92 INK CART, HP CE310A, (HP678), Black	cart				0							0						0	0	0	0	0	0	1,003.60	-
93 INK CART, LEXMARK 10N0217 (#17), Black	cart				0							0						0	0	0	0	0	0	1,196.00	-
94 INK CART, LEXMARK 10N0227 (#27), Colored	cart				0							0						0	0	0	0	0	0	2,556.32	-
95 TONER CART, BROTHER TN-2025, Black	cart				0							0						0	0	0	0	0	0	1,820.00	-
96 TONER CART, BROTHER TN-2130, Black	cart				0							0						0	0	0	0	0	0	2,860.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0							0						0	0	0	0	0	0	3,336.32	-
98 TONER CART, BROTHER TN-3320, Black	cart				0							0						0	0	0	0	0	0	4,971.20	-
99 TONER CART, BROTHER TN-3550, Black, FOR H1545SDM (TU) <small>Drumless</small>	cart				0							0						0	0	0	0	0	0	2,741.44	41121.60
100 TONER CART, HP C4092A, Black	cart	1	2	2	5	1	2	2	5	1	2	2	5	0	0	0	0	0	0	0	0	0	0	5,352.88	-
101 TONER CART, HP C4096A, Black	cart				0							0						0	0	0	0	0	0	2,971.28	-
102 TONER CART, HP C715A, Black	cart				0							0						0	0	0	0	0	0	2,719.60	171,334.80
103 TONER CART, HP CE435A, Black	cart	10	11	11	32	6	6	6	18	4	4	5	13					0	0	0	0	0	0	3,062.80	-
104 TONER CART, HP CE436A, Black	cart				0				0			0						0	0	0	0	0	0	3,266.64	-
105 TONER CART, HP CE440A, Black	cart				0				0			0						0	0	0	0	0	0	2,970.24	-
106 TONER CART, HP CE441A, Cyan	cart				0				0			0						0	0	0	0	0	0	2,970.24	-
107 TONER CART, HP CE442A, Yellow	cart				0				0			0						0	0	0	0	0	0	2,970.24	-
108 TONER CART, HP CE443A, Magenta	cart				0				0			0						0	0	0	0	0	0	2,970.24	-
109 TONER CART, HP CE444A, Black	cart				0				0			0						0	0	0	0	0	0	7,321.60	-
110 TONER CART, HP CE390A, Black	cart				0				0			0						0	0	0	0	0	0	5,163.60	-
111 TONER CART, HP CE391A, Cyan	cart				0				0			0						0	0	0	0	0	0	4,843.28	-
112 TONER CART, HP CE392A, Yellow	cart				0				0			0						0	0	0	0	0	0	4,843.28	-
113 TONER CART, HP CE393A, Magenta	cart				0				0			0						0	0	0	0	0	0	4,843.28	-
114 TONER CART, HP CE394A, Black	cart				0				0			0						0	0	0	0	0	0	4,843.28	-
115 TONER CART, HP CE395A, Black	cart				0				0			0						0	0	0	0	0	0	6,355.44	-
116 TONER CART, HP CE396A, Black	cart				0				0			0						0	0	0	0	0	0	3,070.08	-
117 TONER CART, HP CE310A, Black	cart				0				0	1	1	2	4					0	0	0	0	0	0	2,707.12	10,828.48
118 TONER CART, HP CE311A, Cyan	cart				0				0			0						0	0	0	0	0	0	2,317.12	-
119 TONER CART, HP CE312A, Yellow	cart				0				0			0						0	0	0	0	0	0	2,475.20	-
120 TONER CART, HP CE313A, Magenta	cart				0				0			0						0	0	0	0	0	0	2,475.20	-
121 TONER CART, HP CE320A, Black	cart				0				0			0						0	0	0	0	0	0	3,057.60	-
122 TONER CART, HP CE321A, Cyan	cart				0				0			0						0	0	0	0	0	0	2,943.20	-



Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT											
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4							
133 TONER CART, HP CE322A, Yellow	cart				0													0						0	2,943.20	-	
134 TONER CART, HP CE323A, Magenta	cart				0														0						0	2,943.20	-
135 TONER CART, HP CE390A, Black	cart				0														0						0	7,280.00	-
136 TONER CART, HP CE400A, Black	cart				0														0						0	6,595.68	-
137 TONER CART, HP CE401A, Cyan	cart				0														0						0	9,655.36	-
138 TONER CART, HP CE402A, Yellow	cart				0														0						0	9,655.36	-
139 TONER CART, HP CE403A, Magenta	cart				0														0						0	9,655.36	-
139 TONER CART, HP CE410A, (HP305), Black	cart				0														0						0	3,640.00	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0														0						0	5,392.40	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0														0						0	5,392.40	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0														0						0	5,392.40	-
134 TONER CART, HP CE505A, Black	cart				0														0						0	3,660.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0														0						0	6,271.52	-
136 TONER CART, HP Q612A, Black	cart	5	5	6	16	1	2	2	5	4	5	5	14					0						0	2,971.28	103,994.80	
137 TONER CART, HP Q613A, Black	cart				0														0						0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0														0						0	7,280.00	-
139 TONER CART, HP Q5949A, Black	cart				0														0						0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0														0						0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0														0						0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0														0						0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0														0						0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0														0						0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0														0						0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0														0						0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0														0						0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0														0						0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0														0						0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0														0						0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0														0						0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0														0						0	3,763.76	-
153 TONER CART, LEXMARK E360HHP, Black	cart				0														0						0	8,874.32	-
154 TONER CART, LEXMARK T650AHP, Black	cart				0														0						0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0														0						0	4,836.00	-
156 TONER CART, SAMSUNG MLT-D1015, Black	cart				0														0						0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0														0						0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0														0						0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0														0						0	2,548.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0														0						0	2,860.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0														0						0	2,600.00	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0														0						0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203F, Black	cart				0														0						0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0														0						0	5,512.00	-
165 TONER CART, SAMSUNG MLT-D203U, Black	cart				0														0						0	9,454.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0														0						0	8,008.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0														0						0	4,784.00	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
168) TONER CART, SAMSUNG SCX-D6555A, Black	cart				0													0	0	4,212.00	-
169) RIBBON CART, EPSON C135015516 (#8750), Black, for LX-300	cart				0													0	0	76.75	-
170) RIBBON CART, EPSON C135015531 (S015086), Black	cart	5	5	5	15	3	3	3	9	3	3	4	10					34	0	724.88	24,645.92
171) RIBBON CART, EPSON C135015584 (S015327), Black	cart				0				0				0					0	0	334.88	-
172) RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0				0				0					0	0	75.92	-
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1) BALLAST, 36 watts	piece				0				0									0	0	74.78	-
2) FLUORESCENT LAMP, tubular, 14 watts	tube				0				0									0	0	88.40	-
3) FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0									0	0	364.00	-
<b>COMMON OFFICE EQUIPMENT</b>																					
1) CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0									0	0	930.80	-
2) CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0									0	0	1,965.60	-
3) ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0									0	0	3,315.52	-
4) MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(mIn), 300 meters(mIn), rechargeable, with built-in siren, red or blue color	unit				0				0									0	0	2,704.00	-
5) WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3j, Interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0				0									0	0	1,037.92	-
<b>COMMON OFFICE SUPPLIES</b>																					
1) CARTOLINA, white, 20 pieces per pack	pack				0				0									0	0	52.00	-
2) CLIP, bulldog, 73mm (3")	piece	39	39	38	116	4	4	4	12	1								2	130	8.32	1,081.60
3) COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0									0	0	65.52	-
4) ENVELOPE, PAY, 500 pieces per box	box				0				0									0	0	114.71	-
5) ILLUSTRATION BOARD, (30" x40")	piece				0				0									0	0	35.05	-
6) INDEX CARD BOX, 3" x5"	piece				0				0									0	0	36.40	-
7) INDEX CARD BOX, 5" x8"	piece				0				0									0	0	55.12	-
8) INDEX CARD, 3" x5", 500 pieces per pack	pack				0				0									0	0	51.27	-
9) INDEX CARD, 5" x8", 500 pieces per pack	pack				0				0									1	3	139.34	418.02
10) MANILA PAPER, 10sheets per pack	pack				0				0									0	0	26.00	-
11) MAP PIN, round head, 100 pieces per case	case	1	1	1	3				0									0	3	40.35	121.05
12) Oil, for general purpose lubricant, 120 mL	bottle				0				0									0	0	36.90	-
13) PAPER, Thermal, 210mm x 30m	roll				0				0									0	0	29.95	-
14) PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	1	1	1	3				0									0	3	24.96	74.88
15) RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic	spool				0				0									0	0	16.12	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
16 RING BINDER, Plastic 257mm, 10 pieces per bundle	bundle				0				0				0				0	0	150.80	-
17 RING BINDER, Plastic 50mm, 40 pieces per bundle	bundle				0				0				0				0	0	291.03	-
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0				0				0	0	41.48	-
19 TAPE DISPENSER, handfield	piece				0				0				0				0	0	29.10	-
20 TAPE, for adding machine	roll				0				0				0				0	0	8.11	-
21 TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle				0				0				0				0	0	69.47	-
<b>COMMON JANITORIAL SUPPLIES</b>																				
1 FLOOR WAX, Liquid type, natural	can				0				0				0				0	0	370.50	-
2 FLOOR WAX, Paste type, natural	can				0				0				0				0	0	223.60	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0				0				0	0	22.36	-
<b>CONSUMABLES</b>																				
1 INK CART, EPSON C31T03190 (103), Black	cart				0				0				0				0	0	866.32	-
2 INK CART, EPSON C31T03290 (103), Cyan	cart				0				0				0				0	0	577.20	-
3 INK CART, EPSON C31T03390 (103), Magenta	cart				0				0				0				0	0	577.20	-
4 INK CART, EPSON C31T03490 (103), Yellow	cart				0				0				0				0	0	577.20	-
5 INK CART, EPSON C31T43190 (143), Black	cart				0				0				0				0	0	587.60	-
6 INK CART, EPSON C31T43290 (143), Cyan	cart				0				0				0				0	0	465.92	-
7 INK CART, EPSON C31T43390 (143), Magenta	cart				0				0				0				0	0	465.92	-
8 INK CART, EPSON C31T43490 (143), Yellow	cart				0				0				0				0	0	465.92	-
9 INK CART, EPSON C31T66190 (166XL), Black	cart				0				0				0				0	0	176.80	-
10 INK CART, EPSON C31T66290 (166XL), Cyan	cart				0				0				0				0	0	332.80	-
11 INK CART, EPSON C31T66390 (166XL), Magenta	cart				0				0				0				0	0	332.80	-
12 INK CART, EPSON C31T66490 (166XL), Yellow	cart				0				0				0				0	0	332.80	-
13 INK CART, HP C4836A, (HP1), Cyan	cart				0				0				0				0	0	1,535.04	-
14 INK CART, HP C4837A, (HP1), Magenta	cart				0				0				0				0	0	1,535.04	-
15 INK CART, HP C4838A, (HP1), Yellow	cart				0				0				0				0	0	1,535.04	-
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart				0				0				0				0	0	786.00	-
17 RIBBON CART, FUJITSU DL 3890	cart				0				0				0				0	0	447.20	-
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0				0	0	3,239.60	-
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0				0	0	3,707.60	-
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0				0	0	3,707.60	-
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0				0	0	3,707.60	-
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0				0	0	4,576.00	-
23 TONER CART, FUJI XEROX CWA40762, Black	cart				0				0				0				0	0	5,683.60	-
24 TONER CART, HP CE250A, Black	cart				0				0				0				0	0	5,408.00	-
25 TONER CART, HP CE250A, Cyan	cart				0				0				0				0	0	10,551.84	-
26 TONER CART, HP CE25A, Yellow	cart				0				0				0				0	0	10,551.84	-
27 TONER CART, HP CE33A, Magenta	cart				0				0				0				0	0	10,551.84	-
28 TONER CART, HP Q1338A, Black	cart				0				0				0				0	0	6,676.80	-
29 TONER CART, HP Q6511A, Black	cart				0				0				0				0	0	5,892.64	-
30 TONER CART, HP Q7514A, Black	cart				0				0				0				0	0	6,162.00	-
31 TONER CART, LEXMARK 3427HR, Black	cart				0				0				0				0	0	4,712.24	-
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0				0				0	0	4,784.00	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
33) TONER CART SAMSUNG ML-D3050B, Black	cart				0			0					0					0	0	6,656.00	-
<b>Office Equipment and Accessories</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					0	0		-
9					0			0					0					0	0		-
10					0			0					0					0	0		-
<b>Office Supplies</b>																					
1	EDP Binder, 11" x 14 7/8" top binding	pcs	3	3	3	9	0	0	0	0	0	0	0	0	0	0	0	0	0	55.12	496.08
2	Lead, Mechanical pencil, 0.5mm	tube		1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	19.62	39.24
3	Ruler, 305mm (12")	each	2	2	2	6	0	0	0	0	0	0	0	0	0	0	0	0	0	2.08	12.48
4						0	0	0	0	0	0	0	0	0	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>Audio and visual presentation and composing equipment</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					0	0		-
9					0			0					0					0	0		-
10					0			0					0					0	0		-
<b>Photographic or filming or video equipment</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					0	0		-
9					0			0					0					0	0		-
10					0			0					0					0	0		-



Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT										
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity					
TOTAL MONTHLY CASH REQUIREMENTS					285032								157743						217393				0		

\*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:

  
 GEN MARIE I. BAEES  
 Property/Supply Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
 ESTER M. ILAO  
 Accountant /  
 Local Budget Officer

Approved by:

  
 MARIA LOURDES T. BAUA  
 Head of Office/Agency

Date Prepared: Jan. 06, 2016