

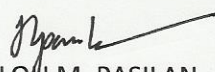
ANNUAL PROCUREMENT PLAN

For the Year 2014
Summary by Office

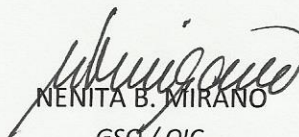
MUNICIPAL GOVERNMENT OF TAAL, BATANGAS

Department	Head of Department / Office	Total Cost
General Services Office	Nenita B. Mirano	3,470,000.00
Rural Health Unit	Cailanie B. Mayuga, MD	3,090,000.00
Administrative Office	Francisco Franco R. Benavidez	110,000.00
DEPED - Taal District Office	Aniano I. Hernandez	1,303,000.00
Taal PNP Station	PSI Allan A. De Castro	23,000.00
Taal Fire Station	FSI Elias Tominez	23,000.00
DILG - Taal	Alberto Sandoval	23,000.00
Assessor's Office	Pureza O. Biscocho	348,000.00
Personnel Department	Leana Edith M. Abuan	80,000.00
SB, SC Secretariat, Vice-Mayor's Office	Fulgencio I. Mercado	1,940,000.00
Auditor's Office	Joselito A. Panganiban	50,000.00
Accounting Department	Joselito A. Panganiban	130,000.00
Treasurer's Office	Angelita A. Malaluan	570,000.00
Budget Office	Lorna B. Bautista	110,000.00
Agriculture's Office	Teresita M. Enriquez	107,400.00
Tourism Office	Arch. Roberto Arambulo	40,000.00
OSCA	Raquel O, Ojano, RSW, RN	214,000.00
MPDC	Ma. Rowena C. Almazan	65,000.00
Mayor's Office	Francisco Franco R. Benavidez	2,260,000.00
Engineering Department	Engr. Amando A. Matanguihan	126,000.00
DSWD	Raquel O, Ojano, RSW, RN	830,000.00
Municipal Market	Ma. Trinidad T. Cabello	180,000.00
Local Civil Registry Office	Rafaela S. Flores	80,000.00
Municipal Disaster	Ma. Rowena C. Almazan	1,800,000.00
GRAND TOTAL		16,972,400.00

Prepared by:


MALOU M. PASILAN
GSO Staff

Noted by:


NENITA B. MIRANO
GSO/OIC

Plan Control No.:

Planned Amount:

Department: **GENERAL SERVICES OFFICE**

Regular:

Contingency:

Total

Date Submitted:


Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution														
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter								
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount							
	OTHER MOOE (Solid Waste Management)			600,000.00															
	OTHER MOOE (Other Expense)			10,000.00															
	CAPITAL OUTLAY			600,000.00															
	Purchase of Dump Truck																		
	Office Tables																		
	Office Chairs																		
	Laptop																		
TOTAL AMOUNT				3,470,000.00															

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Certified Correct:


NENITA B. MIRANDA
 GSO / OIC

Prepared by:


MALOU M. PASILAN
 GSO Staff

Plan Control No.: _____ Planned Amount: _____
 Department: **OSCA** Regular: _____ Contingency: _____ Total _____ Date Submitted: _____

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	Risograph of Forms											
	Stapler											
	Steel Cabinet											
	Taken and Prizes											
	Whiteboard											
	Wooden Chairs											
	MEDICAL, DENTAL AND LABORATORY, SUPPLIES EXPENSE			164,000.00								
	Tarpaulin											
	Meals/Snacks/Lunch											
	Rental of Tables and Chairs											
	Medical, Dental & Laboratory Supplies & Materials											
TOTAL AMOUNT				214,000.00								

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:


RAQUEL O. DIANO, RSW, RN
 MSWDO

Plan Control No. _____
 Department: **MAYOR'S OFFICE**
 Planned Amount: _____
 Regular: _____
 Contingency: _____
 Date Submitted: _____

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution															
					Total		1st Quarter				2nd Quarter									
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount						
	Kitchen Supplies & Equipments																			
	Flowers																			
	OTHER MOOE (Tourism Promotion)			300,000.00																
	OTHER MOOE (Anti-Drug Campaign)			100,000.00																
	CAPITAL OUTLAY (PURCHASE OF EQUIPMENT)			180,000.00																
	Computer																			
	Laptop																			
	DSLR Camera (Canon)																			
	Fax Machine																			
	Office Tables																			
	Office Chairs																			
	Printer																			
	PURCHASE OF VEHICLE																			
	Gov't Vehicle																			
	Ambulance																			
	Firetruck																			
	TOTAL AMOUNT			2,260,000.00																

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:

FRANCISCO FRANCO R. BENAVIDEZ
 Municipal Administrator

Plan Control No.:

Planned Amount:

Regular:

Department: MUNICIPAL MARKET

Contingency:

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	Compressor											
	Hydrant Hose											
	Buggy											
	Ladder											
TOTAL AMOUNT					180,000.00							

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:

M.A. Trinidad T. Cabello
M.A. TRINIDAD T. CABELLO
 Market Supervisor

ANNUAL PROCUREMENT PLAN

For the Year 2014

Municipal Government of Taal, Batangas

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Contingency:		Distribution							
					Regular:	Contingency:	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Total	Total	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	OFFICE SUPPLIES EXPENSES			23,000.00										
	INK CARTRIDGE, HP CCG40WC Black (HP 60)													
	INK CARTRIDGE, HP CCG43WC Colored (HP60)													
	FLASH DRIVE, 4GB, USB 2.0 plug & play													
	ALCOHOL, 70% isopropyl													
	AIR FRESHENER, 280 ml/can													
	FOLDER, Tagboard, legal size, 100s/box													
	RECORD BOOK, 300 pages													
	SIGN PEN, black													
	SIGN PEN, red													
	CORRECTION LIQUID, 15ml													
	PAPER FASTENER, metal, 50sets/box													
	PAPER, bond, Premium Grade (Legal size)													
	PAPER, bond, Premium Grade A4													
	Office Signage													
	GARDENING HOSE, 20 meters, for cleaning													
TOTAL AMOUNT					23,000.00									

THIS IS TO CERTIFY that the above **ANNUAL PROCUREMENT PLAN** is in accordance with the objective of this Office.

Prepared by:

FBI ELIASTOMINEZ

Mun. Fire Marshal

ANNUAL PROCUREMENT PLAN

For the Year 2014

Municipal Government of Taal, Batangas

Item No.	Description	Planned Amount:		Total Cost	Distribution										
		Unit Cost	Quantity / Unit		Total		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
Contingency:				Regular:		Contingency:		Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	Office Supplies Expense			60,000.00											
	Alcohol														
	Ballpen, Black, Pilot														
	Broom, soft														
	Building Permit Form														
	Curtain/blinds														
	Cutter														
	Dishwashing liquid														
	Dustpan														
	Electrical Permit Form														
	Envelope, brown, legal size														
	Eraser, rubber														
	Folder, legal														
	Hammer														
	Marking Pen, Permanent, Broad														
	Mop														
	Office Signage														
	Paper Cutter, 257X 364 mm														
	Paper fastener														
	Paper, copy, legal														
	Pencil, Mongol #2														
	Pliers, heavyduty														
	Plumbing Permit Form														
	Saw, heavyduty														

Date Submitted:

Plan Control No.: _____ Planned Amount: _____
 Department: **ENGINEERING OFFICE** Regular: _____ Contingency: _____ Date Submitted: _____

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution															
					Total				1st Quarter		2nd Quarter		3rd Quarter		4th Quarter					
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount						
	Scouring Pad																			
	Screwdriver																			
	Screwdriver, philips																			
	Sign Pen, black, Pilot																			
	Tape, Transparent, 1"																			
	Toner Cartridge, Canon 12A																			
	Repair of Equipment			26,000.00																
	Other Expense			10,000.00																
	CAPITAL OUTLAY																			
	Purchase of Equipments			30,000.00																
	TOTAL AMOUNT			126,000.00																

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:


ENGR. AMANDO A. MATANGUIHAN
 Municipal Engineer

Plan Control No.: _____ Department: **TOURISM OFFICE** Regular: _____ Contingency: _____ Total _____ Date Submitted: _____

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution														
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter								
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount							
	Trashbag, plastic, black																		
	Ballpen, black																		
	Ballpe, blue																		
	Brown envelope (Legal Size)																		
	Brown envelope (Letter Size)																		
	Fastener																		
	Correction Tape																		
	Staplo																		
	Paper Clip																		
	Glass Cleaner																		
	Staple Remover																		
	Ruler																		
	Push Pin																		
	File Case																		
	Flash Drive 8GB																		
	Office Signage																		
	HP Ink #60 Colored																		
	HP Ink #60 Black																		
	TOTAL AMOUNT			40,000.00															

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:


ARCH. ROBERTO ARAMBULO
 Tourism Officer / OIC

Plan Control No.: _____

Planned Amount: _____

Department: **RURAL HEALTH UNIT**

Regular: _____

Contingency: _____

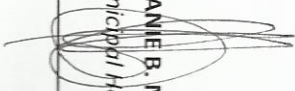
Total

Date Submitted: _____

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution													
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter							
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount						
	<i>Curtains/ blinds</i>																	
	<i>Dining set/sofa set</i>																	
	<i>Filing cabinet</i>																	
	<i>Office chair</i>																	
	<i>Height Board</i>																	
	<i>Photo copier</i>																	
TOTAL AMOUNT					3,090,000.00													

THIS IS TO CERTIFY that the above **ANNUAL PROCUREMENT PLAN** is in accordance with the objective of this Office.

Prepared by:


CAILANIE B. MAYUGA, MD
 Municipal Health Officer

ANNUAL PROCUREMENT PLAN

For the Year 2014

Municipal Government of Taal, Batangas

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Contingency:		Distribution													
					Regular:		Total		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter					
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount						
	OFFICE SUPPLIES EXPENSES			70,000.00																
	CANON Toner 12A																			
	CORRECTION FLUID, water based																			
	ENVELOPE, documentary (10"x15"), 500s/box																			
	ENVELOPE, documentary, A4, 500s/box																			
	ERASER, blackboard/whiteboard																			
	EXPANDED FOLDER (Legal Size)																			
	FLASH DRIVE, 8GB, USB 2.0, plug and play																			
	FLOOR WAX, paste, red, 2kgs.																			
	FOLDER, tagboard, A4 size, 100s/box																			
	FOLDER, tagboard, legal size, 100s/box																			
	GLUE, all purpose, 300 grams min.																			
	MARKER, permanent, black																			
	MARKING PEN, whiteboard, black																			
	MOUSE, optical, USB connection type																			
	PAPER CLIP, gem type, 32mm, 100s/box																			
	PAPER FASTENER, metal, 50 sets/box																			
	PAPER, bond, Premium Grade (Legal)																			
	PAPER, bond, Premium Grade, A4,																			
	PAPER, thermal, 216mmx30M, 1/2" core																			
	RECORD BOOK, 300 pages, Smyth sewn																			
	RIBBON, nylon, manual typewriter																			
	SIGN PEN, blue																			
	SIGN PEN, black																			
	SIGN PEN, red																			

Plan Control No.:

Department: DEPARTMENT OF EDUCATION -TAAL DI

Regular:

Contingency:

Total

Date Submitted:

Plan Control No.: _____ Planned Amount: _____

Department: DEPARTMENT OF EDUCATION -TAAL DISTRICT Regular: _____ Contingency: _____ Date Submitted: _____

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution															
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total							
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount								
	STAMP PAD INK, violet, 50ml																			
	STAPLE WIRE, standard, #35																			
	TAPE DISPENSER, heavy duty, (1")																			
	TAPE, masking, 24mm, 50 meters length																			
	TOILET BOWL & URINAL CLEANER, 900ml																			
	TOILET DEODORANT CAKE																			
	WHITE BOARD																			
	Repair & Maintenance of School Buildings & Facilities			600,000.00																
	Other MOOE (Brigada Eskwela)			95,000.00																
	Citizenship Development			185,000.00																
	Sports & Physical Development			270,000.00																
	Repair & Maintenance of Office Equipments			10,000.00																
	Capital Outlay			73,000.00																
	Laptop																			
	Printer																			
	Laptop Charger																			
	TOTAL AMOUNT			1,303,000.00																

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:

ANIANO I. HERNANDEZ
ANIANO I. HERNANDEZ
 District Supervisor

Plan Control No.:

Planned Amount:

Department: LOCAL CIVIL REGISTRY OFFICE

Regular:

Contingency:

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution														
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter								
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount							
	Cert. of Fetal Death Form 03A																		
	Application for Marriage License																		
	Mun. Form No.90 (Form No. 2)																		
	Rubber Stamp:																		
	- LCR Logo																		
	- Certified Xerox Copy																		
	- Certified True Copy																		
	- Rafaela S. Flores *																		
	Municipal Civil Registrar																		
	- Ma. Teresa B. Diokno																		
	Registration Officer I																		
	Registry Book of Live Birth																		
	Registry Book of Death																		
	Registry Book of Marriage																		
	Printer EPSON																		
	Other MOOE (Other Expenses)			10,000.00															
	Repair & Maint. - Office Equipment			20,000.00															
	TOTAL AMOUNT			80,000.00															

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:

RAFAELA S. FLORES
Municipal Civil Registrar

ANNUAL PROCUREMENT PLAN

For the Year 2014

Municipal Government of Taal, Batangas

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Contingency:		Distribution													
					Total		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter							
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount						
	OFFICE SUPPLIES EXPENSE			30,000.00																
	Air Freshener, 280 ml/can																			
	Alcohol, 70% isopropyl																			
	Ballpen, Pilot brand - Black																			
	Ballpen, Pilot brand - red																			
	Canon Toner - compatible																			
	Correction Tape																			
	Data File Box (5"x9"x15-3/4")																			
	Leave Forms																			
	Office Signage																			
	Paper, multicolor A4																			
	Paper, multicolor legal for laser printing																			
	Rag, Cotton, (7") in diameter																			
	Record Book, 500 pages																			
	Ribbon for Amano Bundy Clock																			
	RISOGRAPH OF FORMS																			
	Sign Pen, Black																			
	Staple Wire, #35 MAX Brand																			
	Tape, transparent, (1")24mm																			
	Time Card for amano Bundy Clock																			
	Toilet Tissue, 12 rolls / pack																			
	Other MOOE (Other expense)			10,000.00																

Plan Control No.:

Department: **PERSONNEL DEPARTMENT**

Planned Amount:
Regular:

Contingency:

Total

Date Submitted:

Plan Control No.: _____ Planned Amount: _____

Department: **PERSONNEL DEPARTMENT** Regular: _____ Contingency: _____ Date Submitted: _____

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	Repair & maint.- office Equipment			10,000.00								
	Purchase of Equipment			30,000.00								
	COMPUTER, 1 Complete set											
	Printer											
	Computer Chair											
	TOTAL AMOUNT			80,000.00								

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:

LEANA EDITH M. ABUAN
LEANA EDITH M. ABUAN
 HRMO II

Plan Control No.:

Planned Amount:

Department: **AGRICULTURE'S OFFICE**

Regular:

Contingency:

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution														
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter								
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount							
	PAPER CLIP, gem type, jumbo, 48mm, 100s/box																		
	PAPER FASTENER, non-rust metal, 50 sets/box																		
	PAPER, PPC, A4																		
	PAPER, bond, Premium Grade																		
	RAAG, COTTON, (7") in diameter																		
	RECORD BOOK, 300 pages																		
	Re-pack plastic, 2x3																		
	SANDO BAGS, mini 100s/ pack																		
	SCISSORS (6")																		
	SIGN PEN, black																		
	STAPLE WIRE, standard, #35																		
	STAPLER, heavy duty standard																		
	TAPE, masking, (1"), 24mm, 50 meters length																		
	TAPE, transparent, (1"), 24mm, 50 meters																		
	TOILET TISSUE, 12 rolls/ pack																		
	WASTE BASKET, plastic, small																		
	Repair of Equipment			12,000.00															
	Other MOOE (Other expense)			10,000.00															
	Medical Supplies for Animals			50,400.00															
	TOTAL AMOUNT			107,400.00															

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:

TERESITA M. ENRIQUEZ
MAO

Plan Control No.:

Planned Amount:

Department: **DILG-TAAL**

Regular:

Contingency:

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	TAPE DISPENSER											
	TAPE TRANSPARENT(1")24MM,50M. L.											
	TISSUE / 12 Rolls / PACK											
TOTAL AMOUNT				23,000.00								

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:

Alberto Sandoval
ALBERTO SANDOVAL
 MILGOO

Plan Control No.: _____ Planned Amount: _____

Department: **TREASURER'S OFFICE** Regular: _____ Contingency: _____ Date Submitted: _____

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution														
					Total		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter						
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount					
	Repair & Maintenance of Equipment <i>(Parts, Materials and Labor)</i>			20,000.00															
	Other MOOE (Other Expense)			10,000.00															
	Purchase of Equipment			30,000.00															
	COMPUTER, 1 complete set *																		
	Money Detector																		
	PRINTER																		
	FILING CABINET																		
	OFFICE TABLE																		
	OFFICE CHAIR																		
	TOTAL AMOUNT			570,000.00															

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:



ANGELITA A. MALALUAN
Municipal Treasurer

Plan Control No.:

Planned Amount:

Department: MPDC

Regular:

Contingency:

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	OTHER MOOE (Other Expense)			10,000.00								
	Cellphone											
TOTAL AMOUNT				65,000.00								

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:


MA. ROWENA C. ALMAZAN
 MPDCO

ANNUAL PROCUREMENT PLAN

For the Year 2014

Municipal Government of Taal, Batangas

Plan Control No.:		Planned Amount:		Contingency:		Date Submitted:			
Department: SB, SB Secretariat, Vice-Mayor's Office		Regular:		Total		Distribution			
Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
	OFFICE SUPPLIES			260,000.00					
	Air Freshner								
	Alcohol								
	BallPen Black								
	BallPen Blue								
	BallPen Red								
	Black								
	Brown Envelop (LONG)								
	Business Envelop (LONG)								
	Canon Toner								
	Cassette Tapes								
	Coaster								
	Copy Paper A4								
	Copy Paper Long								
	Copy Paper Short								
	Cups & Saucers								
	Dishwashing Paste								
	Drinking Glass (Plain)								
	Expanding Envelop								
	Fastener								
	Filing Rack / Date File Box								
	Glass Cleaner								
	HP Ink 60 Black								
	HP Ink 60 Colored								
	In and Out Tray								

Plan Control No.:

Planned Amount:

Department: SB, SB Secretariat, Vice-Mayor's Office

Regular:

Contingency:

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution			
					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	Index Cards							
	Insecticide							
	Long Folder							
	Office Signage							
	Packaging Tape							
	Pencil (MONGOL)							
	Pental Pen (Chiselled Point)							
	Placemat							
	Plastic Cover							
	Plates (White)							
	Rags							
	Record Book							
	Red							
	Rewritable CD							
	Scotch Tape (1 inch)							
	Scouring Pad							
	Sign Pen (BLACK)							
	Sliding Plastic Folder A4							
	Sliding Plastic Folder Long							
	Sliding Plastic Folder Short							
	Spoon & Fork							
	Staple Wire							
	Stapler							
	Sticker Paper							
	Tape Corrector							
	Transparent Tape							
	Typewriter Ribbon							
	White Pad							
	OTHER MOOE			1,330,000.00				
	Sporting Materials							
	Trophies & Medals							

Plan Control No.:

Planned Amount:

Department: SB, SB Secretariat, Vice-Mayor's Office

Regular:

Contingency:

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution			
					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	Tables & Chairs							
	Construction Materials							
	Electronic Materials (Sound System)							
	Electrical Materials							
	Medical Supplies							
	Food and Refreshments							
	Tarpaulin							
	Rental of Tables and Chairs							
	Rental of Lights							
	Rental of Sound System							
	Fireworks							
	Stage Design							
	Souvenir Program/Token							
	REPAIR OF EQUIPMENTS			40,000.00				
	CAPITAL OUTLAY			310,000.00				
	Office Furnitures & Fixtures							
	Paper Shredder							
	Two-Way Radio							
	Photo Copier Machine							
	Fax Machine							
	Computer Units							
	IPAD							
	Tape Recorder							
	Television							
	Refrigerator							
	LCD Projector							
	CCTV Camera							
	Microwave Oven							
	Percolator							
	AC unit							

Plan Control No.:

Planned Amount:

Department: SB, SB Secretariat, Vice-Mayor's Office

Regular:

Contingency:


Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity / Unit	Total Cost	Distribution			
					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
TOTAL AMOUNT				1,940,000.00				

THIS IS TO CERTIFY that the above ANNUAL PROCUREMENT PLAN is in accordance with the objective of this Office.

Prepared by:


EDGARDO O. DINGLASAN
 SB Secretary