

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

APP-CSE 2025 FORM

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-5 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-phillips.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phillips.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillips.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqo>. Instructions on how to fill-out is included in the reminders of the form.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0916-2954426 (Smart) or 0962-8255199 (Smart), or email appcsehelpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: DEPED DIVISION OF CEBU CITY
 Region: VI, Cebu Div. 46
 Address: CEBU CITY 6000

Agency Code/UMACS:
 Organization Type:

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.
 Contact Person: ROSILIN ARGONCILLO
 Position: MO IV SUPPLY OFFICER
 E-mail: supply.officer@deped.gov.ph
 Telephone/Mobile Nos: 0916-9523158

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year			
		Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)

Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	Total Quantity for the Year	Price	Total Amount for the Year	
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
1. ALCOHOL, Ethyl, 500 ml.	bottle	150	0	0	150	7,564.50	0	0	0	0	0.00	150	0	0	150	7,564.50	0	0	0	0	0	0.00	300	56.43	15,129.00
2. ALCOHOL, Ethyl, 1 Gallon	gallon	20	0	0	20	7,141.80	0	0	0	0	0.00	20	0	0	20	7,141.80	0	0	0	0	0	0.00	40	357.09	14,283.60
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3. CLEARBOOK, A4 size	piece	50	0	0	50	1,758.00	0	0	0	0	0.00	50	0	0	50	1,758.00	0	0	0	0	0	0.00	100	35.16	3,516.00
4. CLEARBOOK, Legal size	piece	50	0	0	50	1,818.00	0	0	0	0	0.00	50	0	0	50	1,818.00	0	0	0	0	0	0.00	100	36.36	3,636.00
5. ERASER, plastic/rubber	piece	50	0	0	50	413.00	0	0	0	0	0.00	50	0	0	50	413.00	0	0	0	0	0	0.00	100	8.26	826.00
6. SIGN PEN, Extra Fine Tip, Black	piece	150	0	0	150	3,330.00	0	0	0	0	0.00	150	0	0	150	3,330.00	0	0	0	0	0	0.00	300	22.20	6,660.00
7. SIGN PEN, Fine Tip, Black	piece	150	0	0	150	6,708.00	0	0	0	0	0.00	150	0	0	150	6,708.00	0	0	0	0	0	0.00	300	44.72	13,416.00
8. SIGN PEN, Medium Tip, Black	piece	100	0	0	100	5,720.00	0	0	0	0	0.00	100	0	0	100	5,720.00	0	0	0	0	0	0.00	200	57.20	11,440.00
9. SIGN PEN, Extra Fine Tip, Blue	piece	100	0	0	100	2,220.00	0	0	0	0	0.00	100	0	0	100	2,220.00	0	0	0	0	0	0.00	200	22.20	4,440.00
10. SIGN PEN, Fine Tip, Blue	piece	100	0	0	100	4,472.00	0	0	0	0	0.00	100	0	0	100	4,472.00	0	0	0	0	0	0.00	200	44.72	8,944.00
11. SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
12. SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
13. SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
14. SIGN PEN, Medium Tip, Red	piece	100	0	0	100	5,720.00	0	0	0	0	0.00	100	0	0	100	5,720.00	0	0	0	0	0	0.00	200	57.20	11,440.00
15. WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	161.20	161.20
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
16. DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	23,623.60	23,623.60
17. MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	16,586.80	16,586.80
BATTERIES AND CELLS AND ACCESSORIES																									
18. BATTERY, 4V cell, size AA	pack	50	0	0	50	1,024.50	0	0	0	0	0.00	50	0	0	50	1,024.50	0	0	0	0	0	0.00	100	20.49	2,049.00
19. BATTERY, 4V cell, size AAA	pack	50	0	0	50	917.00	0	0	0	0	0.00	50	0	0	50	917.00	0	0	0	0	0	0.00	100	18.34	1,834.00
CLEANING EQUIPMENT AND SUPPLIES																									
20. AIR RESINER	can	20	0	0	20	1,746.20	0	0	0	0	0.00	20	0	0	20	1,746.20	0	0	0	0	0	0.00	40	87.31	3,492.40

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year																		
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount										
21	4713104-BR-501 BROOM (Wedge Tangle)	piece	10	0	0	10	1,248.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	124.80	2,496.00								
22	4713104-BR-T01 BROOM (Wedge Tangle)	piece	10	0	0	10	260.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	260.00	520.00								
23	4713107-TR-C01 CLEANER Toilet Bowl and Urinal	bottle	20	0	0	20	832.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	41.60	1,664.00								
24	4713105-Q-P01 CLEANER, Scouring Powder	plastic container	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23.92	0.00							
25	4713111-DE-802 DETERGENT BAR	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9.34	0.00							
26	4713111-DE-802 DETERGENT POWDER, all purpose	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	54.08	3,244.80							
27	4713103-OS-A01 DISINFECTANT SPRAY	can	30	0	0	30	1,622.40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	139.89	8,393.40								
28	4713101-QU-P01 DUST PAN	piece	5	0	0	5	234.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	46.80	468.00								
29	4713102-FW-P03 FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	309.76	0.00							
30	4713103-FC-A01 FURNITURE CLEANER	can	30	0	0	30	4,241.70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	141.29	8,483.40							
31	7310162-HE-L01 HAND SOAP, liquid, 500ml	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	42.95	0.00							
32	4712104-HP-B01 MOP BUCKET	unit	2	0	0	2	4,576.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	2,288.00	9,152.00								
33	4713101-RE-C01 RAKES	hilo	20	0	0	20	1,389.40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	69.47	2,778.80								
34	4713103-SC-N01 SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	85.63	0.00							
35	4712101-TR-P04 TRASHBAG, XXL size	roll/pack	200	0	0	200	26,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	130.00	52,000.00							
36	4712101-TR-P05 TRASHBAG, Large size	roll/pack	25	0	0	25	1,482.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	59.28	2,964.00							
37	4712101-TR-P06 TRASHBAG, XL size	roll/pack	25	0	0	25	2,314.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	92.56	4,628.00							
38	4712102-WB-P01 WASTEBASKET	piece	10	0	0	10	436.80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	43.68	873.60							
COLOR COMPOUNDS AND DISPENSERS																																			
39	12171203-S4-P01 INK, for stamp pad	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28.79	0.00						
CONSUMER ELECTRONICS																																			
40	52181535-0V-802 DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,399.16	0.00						
FILMS																																			
41	13111203-AC-P01 ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,243.84	0.00						
42	13111201-CP-802 CARBON FILM, legal size	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	351.83	0.00						
FIRE FIGHTING EQUIPMENT																																			
43	4619101-FF-A01 FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,144.00	0.00						
FLAG OR ACCESSORIES																																			
44	55121905-PH-P01 PHILIPPINE NATIONAL FLAG	piece	75	0	0	75	21,363.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	284.84	42,726.00						
FURNITURE AND FURNISHINGS																																			
45	56101504-CH-B01 MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	341.12	0.00						
46	56101504-CH-W01 MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	341.12	0.00						
HEATING AND VENTILATION AND AIR CIRCULATION																																			
47	40101604-FF-011 ELECTRIC FAN, ceiling mount, orbe type	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,222.00	0.00						
48	40101604-FF-011 ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,109.68	0.00						
49	40101604-FF-011 ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,560.00	0.00						
50	40101604-FF-W01 ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	901.68	0.00						
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																																			
51	43211507-DS-K03 DESKTOP, for Basic Users	unit	2	0	0	2	49,397.20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	24,793.60	99,174.40							
52	43211507-DS-K04 DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42,390.40	0.00						
53	43201027-HD-X02 EXTERNAL HARD DRIVE	unit	10	0	0	10	30,148.60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	3,014.96	60,299.20							
54	43202010-FD-U04 FLASH DRIVE	piece	50	0	0	50	7,637.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	152.74	15,274.00							
55	43211505-LAP-K04 LAPTOP COMPUTER, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42,380.00	0.00						
56	43211505-LAP-K03 LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44,800.00	0.00						
57	43211208-HP-K02 COMPUTER MOUSE, Wireless	unit	25	0	0	25	4,948.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	161.92	8,096.00						

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year						
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4		
			Q1 Amount	Q2 Amount	Q3 Amount	Q4 Amount																	
99	4412011-FO-L01	FOLDER, L-Type, A4	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	200.28	0.00	0.00
100	4412011-FO-L02	FOLDER, L-Type, Legal	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	249.08	0.00	0.00
101	4412027-FO-P01	FOLDER, preboard	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	932.64	0.00	0.00
102	4412011-FO-T01	FOLDER with tab, A4	pack	5	0	0	5	1,898.00	0	0	0	5	1,898.00	0	0	0	0	0	0.00	0	379.60	3,796.00	2,796.00
103	4412011-FO-T02	FOLDER with tab, Legal	pack	10	0	0	10	4,139.20	0	0	0	10	4,139.20	0	0	0	0	0	0.00	0	413.92	4,139.20	4,139.20
104	4412008-IT-T01	INDEX TAB	box	10	0	0	10	676.00	0	0	0	10	676.00	0	0	0	0	0	0.00	0	67.60	676.00	1,311.00
105	4412125-PP-R01	MARKER, Permanent, Black	set	50	0	0	50	1,555.50	0	0	0	50	1,555.50	0	0	0	0	0	0.00	0	31.11	1,555.50	3,111.00
106	4412125-PP-R01	MARKER, Permanent, Black	piece	300	0	0	300	2,481.00	0	0	0	300	2,481.00	0	0	0	0	0	0.00	0	8.27	2,481.00	4,962.00
107	4412125-PP-R02	MARKER, Permanent, Blue	piece	300	0	0	300	2,481.00	0	0	0	300	2,481.00	0	0	0	0	0	0.00	0	8.27	2,481.00	4,962.00
108	4412125-PP-R03	MARKER, Permanent, Red	piece	50	0	0	50	413.50	0	0	0	50	413.50	0	0	0	0	0	0.00	0	8.27	413.50	827.00
109	4412125-PP-R01	MARKER, Permanent, Red	piece	100	0	0	100	965.00	0	0	0	100	965.00	0	0	0	0	0	0.00	0	9.65	965.00	1,930.00
110	4412125-PP-R02	MARKER, Permanent, Blue	piece	100	0	0	100	965.00	0	0	0	100	965.00	0	0	0	0	0	0.00	0	9.65	965.00	1,930.00
111	4412125-PP-R03	MARKER, Permanent, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	0.00
112	4412204-FC-G01	PAPER, CLIP, white/basic coated, 33mm	box	50	0	0	50	441.00	0	0	0	50	441.00	0	0	0	0	0	0.00	0	8.82	441.00	882.00
113	4412204-FC-G02	PAPER, CLIP, white/basic coated, 33mm, 50mm	box	50	0	0	50	973.00	0	0	0	50	973.00	0	0	0	0	0	0.00	0	19.46	973.00	1,946.00
114	4410020-PS-N02	PAPER, SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	0.00
115	4410020-PS-N02	PAPER, TRIMMER/CUTTING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9,297.60	0.00	9,297.60
116	4412125-PP-L01	PENCIL, lead/graphite, with eraser	box	10	0	0	10	447.10	0	0	0	10	447.10	0	0	0	0	0	0.00	0	44.71	447.10	894.20
117	4412015-PS-M01	PENCIL, SHARPER	piece	10	0	0	10	2,380.80	0	0	0	10	2,380.80	0	0	0	0	0	0.00	0	238.08	2,380.80	4,721.60
118	4410160-PP-P01	PUNCHER, paper, heavy duty	piece	5	0	0	5	769.60	0	0	0	5	769.60	0	0	0	0	0	0.00	0	153.92	769.60	1,539.20
119	4412201-RO-L01	RUBBER BAND No. 18	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	0.00
120	4412150-SP-F01	STAMP PAD, red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	39.92	0.00	39.92
121	4412150-SP-F01	SCISSORS, symmetrical/symmetrical	pair	50	0	0	50	3,276.00	0	0	0	50	3,276.00	0	0	0	0	0	0.00	0	65.52	3,276.00	6,552.00
122	4412150-SP-F01	STAPLER, standard type	piece	20	0	0	20	3,952.00	0	0	0	20	3,952.00	0	0	0	0	0	0.00	0	197.60	3,952.00	7,904.00
123	4412150-SP-F01	STAPLER, heavy duty (hinder)	unit	5	0	0	5	3,465.75	0	0	0	5	3,465.75	0	0	0	0	0	0.00	0	693.15	3,465.75	6,931.50
124	4412150-SP-F02	STAPLE REMOVER, pick-type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	46.31	0.00	46.31
125	4412150-TO-T01	TAPE DISPENSER, table top	piece	10	0	0	10	775.80	0	0	0	10	775.80	0	0	0	0	0	0.00	0	77.58	775.80	1,551.60
PAPER MATERIALS AND PRODUCTS																							
126	4411525-CA-M01	CARTOLINA, assorted colors	pack	20	0	0	20	1,674.40	0	0	0	20	1,674.40	0	0	0	0	0	0.00	0	83.72	1,674.40	3,348.80
127	4411506-CF-L11	COMPUTER CONTINUOUS FORM, 1, 1/4", 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	945.36	0.00	0.00
128	4411506-CF-L12	COMPUTER CONTINUOUS FORM, 1, 1/4", 280mm x 278mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,973.92	0.00	1,973.92
129	4411514-PP-S02	NOTE PAD, stick-on, 50mm x 76mm	pad	20	0	0	20	741.20	0	0	0	20	741.20	0	0	0	0	0	0.00	0	37.06	741.20	1,482.40
130	4411514-PP-S04	NOTE PAD, stick-on, 76mm x 100mm	pad	20	0	0	20	1,185.60	0	0	0	20	1,185.60	0	0	0	0	0	0.00	0	59.28	1,185.60	2,371.20
131	4411514-PP-S03	NOTE PAD, stick-on, 76mm x 76mm	pad	20	0	0	20	1,040.00	0	0	0	20	1,040.00	0	0	0	0	0	0.00	0	52.00	1,040.00	2,080.00
132	4411514-PP-S02	STENO NOTEBOOK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	14.04	0.00	14.04
133	4411507-PP-M01	PAPER, MULTICOPIY A4	ream	100	0	0	100	21,380.00	0	0	0	100	21,380.00	0	0	0	0	0	0.00	0	213.80	21,380.00	42,760.00
134	4411507-PP-M02	PAPER, MULTICOPIY LEGAL	ream	100	0	0	100	23,296.00	0	0	0	100	23,296.00	0	0	0	0	0	0.00	0	232.96	23,296.00	46,592.00
135	4411507-PP-C01	PAPER, MULTIPURPOSE A4	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	137.74	0.00	137.74
136	4411507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	158.91	0.00	158.91
137	4411531-PP-M01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	34.82	0.00	34.82
138	4411503-PP-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	154.21	0.00	154.21
139	4411531-PP-M01	RECORD BOOK, 300 PAGES	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	91.70	0.00	91.70
140	4411531-PP-M02	RECORD BOOK, 500 PAGES	book	25	0	0	25	3,114.00	0	0	0	25	3,114.00	0	0	0	0	0	0.00	0	124.56	3,114.00	6,228.00
141	4411204-TP-P04	TISSUE, INTERFOLED PAPER TOWEL	pack	30	0	0	30	1,014.00	0	0	0	30	1,014.00	0	0	0	0	0	0.00	0	33.80	1,014.00	2,028.00
142	4411204-TP-P02	TOILET TISSUE PAPER, 2 PLY	pack	30	0	0	30	2,995.20	0	0	0	30	2,995.20	0	0	0	0	0	0.00	0	99.84	2,995.20	5,990.40

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year					
		Jan	Feb	Mar	Q1 amount	April	May	June	Q2 amount	July	Aug	Sept	Q3 amount				Oct	Nov	Dec	Q4 amount	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					
D. GRAND TOTAL (A + B + C)																					
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					3,688,108.66

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:


ROSALYN L. ARCANILLO
Property/Supply Officer


ANA P. AGUILAN
Accountant / Budget Officer


NINER O. ROMGO, EDU
Head of Office/Agency

Date Prepared: 29-Jul-24