

**ANNUAL PROCUREMENT PLAN  
CALENDAR YEAR 2011**

Department of Local Government Unit: \_\_\_\_\_

Plan Control No:		Planned Amount:										Page 1 of 3 Pages	
Department/ Office: City Accounting		Regular		Reserve		Total							
		600,000.00		-		600,000.00							
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	Journal entry Voucher	5.00	4000	20,000.00	1000	5,000.00	1000	5,000.00	1000	5,000.00	1000	5,000.00	
2	Treasurer General Journal	7.00	2000	14,000.00	500	3,500.00	500	3,500.00	500	3,500.00	500	3,500.00	
3	Cash Disbursement Journal	7.00	2000	14,000.00	500	3,500.00	500	3,500.00	500	3,500.00	500	3,500.00	
4	Check Disbursement Journal	7.00	2000	14,000.00	500	3,500.00	500	3,500.00	500	3,500.00	500	3,500.00	
5	Collection & Receipt Journal	7.00	2000	14,000.00	500	3,500.00	500	3,500.00	500	3,500.00	500	3,500.00	
6	General Ledger	7.00	2000	14,000.00	1000	7,000.00	1000	7,000.00	-	-	-	-	
7	Subsidiary Ledger	7.00	2000	14,000.00	1000	7,000.00	1000	7,000.00	-	-	-	-	
8	Registry of Public Infrastructure	7.00	2000	14,000.00	500	3,500.00	500	3,500.00	500	3,500.00	900	4,500.00	
9	Carbon Paper for Perma film, long	240.00	8	1,920.00	2	480.00	2	480.00	2	480.00	2	480.00	
10	Worksheet, 15 columns	75.00	40	3,000.00	10	750.00	10	750.00	10	750.00	10	750.00	
11	Yellow Paper	25.00	100	2,500.00	25	625.00	25	625.00	25	625.00	25	625.00	
12	Columnar Notebooks, 18 columns	80.00	20	1,600.00	5	400.00	5	400.00	5	400.00	5	400.00	
13	Record Books-500 pages	120.00	40	4,800.00	10	1,200.00	10	1,200.00	10	1,200.00	10	1,200.00	
14	Index Cards	5.00	3600	18,000.00	900	4,500.00	900	4,500.00	900	4,500.00	900	3,500.00	
15	Illustration Board	100.00	40	4,000.00	10	1,000.00	10	1,000.00	10	1,000.00	10	1,000.00	
16	Ink for Computer, # 21	1,000.00	80	80,000.00	200	20,000.00	20	20,000.00	20	20,000.00	20	20,000.00	
17	Ink for Computer, # 27	1,000.00	80	80,000.00	200	20,000.00	20	20,000.00	20	20,000.00	20	20,000.00	
18	Flashdrive, 1.28	500.00	20	10,000.00	5	2,500.00	5	2,500.00	5	2,500.00	5	2,500.00	
<b>TOTALS</b>				<b>323,820.00</b>		<b>87,955.00</b>	<b>-</b>	<b>87,955.00</b>	<b>-</b>	<b>73,955.00</b>	<b>-</b>	<b>73,955.00</b>	

This is to certify that the above procurement plan is in accordance with the objectives of this office.

**ANNUAL PROCUREMENT PLAN  
CALENDAR YEAR 2011**

Department of Local Government Unit \_\_\_\_\_

Plan Control No.		Planned Amount:														
Department/ Officer: City Accounting		Regular			Reserve	Total										
		600,000.00			-	600,000.00										
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION											
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter					
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount				
19	Staple wire # 35	42.00	100	4,200.00	25	1,050.00	25	1,050.00	25	1,050.00	25	1,050.00				
20	Typewriter Ribbon	28.00	4	112.00	1	28.00	1	28.00	1	28.00	1	28.00				
21	Pencil-Mongol # 2	75.00	40	3,000.00	10	750.00	10	750.00	10	750.00	10	750.00				
22	Pentel Pen	40.00	80	3,200.00	20	800.00	20	800.00	20	800.00	20	800.00				
23	Ballpen-blue,black and green	22.00	200	4,400.00	50	1,100.00	50	1,100.00	50	1,100.00	50	1,100.00				
24	Sign-pen-blue,black and green	49.00	120	5,880.00	30	1,470.00	30	1,470.00	30	1,470.00	30	1,470.00				
25	Rubber band	100.00	40	4,000.00	10	1,000.00	10	1,000.00	10	1,000.00	10	1,000.00				
26	Paper fastener-plastic	50.00	72	3,600.00	18	900.00	18	900.00	18	900.00	18	900.00				
27	Paper clip -plastic	9.00	80	720.00	20	180.00	20	180.00	20	180.00	20	180.00				
28	Correction fluid-touch and go	35.00	40	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00				
29	Stamp pad	100.00	4	400.00	1	100.00	1	100.00	1	100.00	1	100.00				
30	Scotch tape	35.00	40	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00				
31	Air Freshner	120.00	12	1,440.00	3	360.00	3	360.00	3	360.00	3	360.00				
32	Paste/pail	60.00	4	240.00	1	60.00	1	60.00	1	60.00	1	60.00				
33	Straw	40.00	12	480.00	3	120.00	3	120.00	3	120.00	3	120.00				
34	Pencil lead-0.5 & 0.7	30.00	40	1,200.00	10	300.00	10	300.00	10	300.00	10	300.00				
35	Expanding Folder	15.00	100	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00				
36	Ordinary Folder	8.00	200	1,600.00	50	400.00	50	400.00	50	400.00	50	400.00				
37	Envelope brown-long	5.00	60	300.00	15	75.00	15	75.00	15	75.00	15	75.00				
38	Mailing envelope-ordinary	390.00	2	780.00	1	390.00	-	-	1	390.00	-	-				
39	Stapler	150.00	8	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00				
40	Plastic trash bins	85.00	12	1,020.00	3	255.00	3	255.00	3	255.00	3	255.00				
41	Cleaner	35.00	28	980.00	7	245.00	7	245.00	7	245.00	7	245.00				
42	Scouring pads	45.00	16	720.00	4	180.00	4	180.00	4	180.00	4	180.00				
43	Brooms-lambo	80.00	2	160.00	1	80.00	-	-	1	80.00	-	-				
44	Floor mop	155.00	4	620.00	1	155.00	1	155.00	1	155.00	1	155.00				
<b>TOTALS</b>				<b>44,552.00</b>		<b>11,373.00</b>		<b>10,903.00</b>		<b>11,373.00</b>		<b>10,903.00</b>				

This is to certify that the above procurement plan is in accordance with the objectives

**ANNUAL PROCUREMENT PLAN  
CALENDAR YEAR 2011**

Department of Local Government Unit: \_\_\_\_\_

Plan Control No:		Planned Amount										Page 3 of 3 Pages	
Department/ Office: City Accounting		Regular		Reserve	Total	Date Submitted							
		500,000.00		-	600,000.00	December 31, 2009							
Item No.	Description	Unit Cost	Qty	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
45	Staple remover	26.00	8	208.00	2	52.00	2	52.00	2	52.00	2	52.00	
46	Extension wire with outlet	155.00	4	620.00	1	155.00	1	155.00	1	155.00	1	155.00	
47	Cartolina	10.00	100	1,000.00	100	1,000.00							
48	Plastic cover	22.00	50	1,100.00	50	1,100.00							
49	Adaptor	210.00	4	840.00	1	210.00	1	210.00	1	210.00	1	210.00	
50	Puncher	350.00	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00	
51	Gen. Form 82-Index of Payments	10.00	1000	10,000.00	250	2,500.00	250	2,500.00	250	2,500.00	250	2,500.00	
52	Computer continuous Form 2ply 11"x9-1/2,1000	713.90	16	11,422.40	4	2,855.80	4	2,855.80	4	2,855.80	4	2,855.80	
53	Computer continuous Form 2ply 11"x 14 1/8,1000	1,108.25	16	17,732.00	4	4,433.00	4	4,433.00	4	4,433.00	4	4,433.00	
54	Xerox Ink Kyocera KM 1500	3,900.00	12	46,800.00	3	11,700.00	3	11,700.00	3	11,700.00	3	11,700.00	
55	Paper F4 80	250.00	300	75,000.00	75	18,750.00	75	18,750.00	75	18,750.00	75	18,750.00	
56	Paper A4 80	200.00	300	60,000.00	75	15,000.00	75	15,000.00	75	15,000.00	75	15,000.00	
57	Ribbon Epson RN 8750	113.75	24	2,730.00	6	682.50	6	682.50	6	682.50	6	682.50	
58	Ribbon Epson RN 8755	115.65	24	2,775.60	6	693.90	6	693.90	6	693.90	6	693.90	
Sub-Total				231,626.00	59,482.00		57,382.00		57,382.00		57,382.00		
<b>GRAND TOTAL</b>				<b>600,000.00</b>	<b>156,810.00</b>		<b>156,240.00</b>		<b>142,710.00</b>		<b>142,240.00</b>		

This is to certify that the above procurement plan is in accordance with the objectives of this office.

Prepared by:

*Nanette A. Dario*  
**NANETTE A. DARIO**  
 Head of Department Office

**ANNUAL PROCUREMENT PLAN  
CALENDAR YEAR 2011**

Department of Local Government Unit: OFFICE OF THE CITY ACCOUNTANT

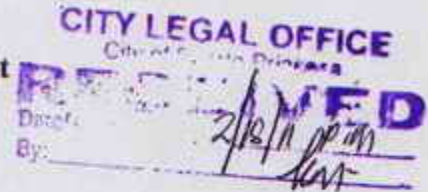
Plan Control No:		Planned Amount:				Pag 1 of 1 Pages						
Department/ Office: City Accounting		Regular	Reserve	Total								
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	Repairs & Maintenance Office Equipment			25,000.00		12,500.00		12,500.00				
	IT Equipment- Software			100,000.00				100,000.00				
	Capital Outlay											
	1 unit 1.5 hp aircon			25,000.00		25,000.00						
	1 unit Storner aircon w/ installation			100,000.00		100,000.00						
<b>TOTALS</b>				250,000.00		137,500.00		112,500.00				

  
**NANETTE A. DARO**  
 City Accountant

Republic of the Philippines  
**OFFICE OF THE CITY ACCOUNTANT**  
City of Puerto Princesa

February 18, 2011

**BAC-Goods/BAC-INFRA & Consulting Services Secretariat**  
City Legal Office  
Puerto Princesa City

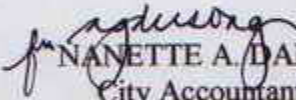


Sir:

Submitting herewith the City Accounting Office Project Procurement Management Plan for the months January-December, 2011 as per Memorandum Circular No. 06 Series of 2011.

Please acknowledge receipt hereof.

Thank you.

  
NANETTE A. DARIO  
City Accountant

Copy Furnished:

1. City Budget Officer
2. City General Services Office