

ANNUAL PROCUREMENT PLAN - 2011

Department/Local Government

Plan Control No. / Department/Office					Planned Amount		Page 1 of ___ pages		Date Submitted:			
Item No.	Description	Unit of Measure	Unit Cost	Qty.	Total	DISTRIBUTION						
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter
						QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.
01	Desktop Computer	set	60,000.00	1	60,000.00	1	60,000.00					
02	Laptop	unit	50,000.00	1	50,000.00	1	50,000.00					
03	Computer Table	pc	3,500.00	1	3,500.00	1	3,500.00					
04	Computer Chair	pc	3,250.00	3	3,250.00	3	3,250.00					
05	Cabinet	pc	8,250.00	1	8,250.00	1	8,250.00					
06	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXX	XXXXXXXXXX					
07												
08												
09												
10												
11												
12												
13												
14												
15												
16												
17												
18												
TOTAL							P125,000.00					

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

AUREA G. PALLAYA
Licensing Officer IV

ANNUAL PROCUREMENT PLAN – 2010

Department/Local Government CMO-Permits/Licensing Division

Item Control No. Department/Office					Planned Amount			Page 1 of ___ Pages					
					Regular:	Contingency:	Total	Date Submitted:					
Item No.	Description	Unit of Measure	Unit Cost	Qty.	Total	DISTRIBUTION							
						1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
						QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
01	Bond Paper (short)	reams	-	75	-	50	-	25	-	-	-	-	-
02	Bond Paper (long)	reams	-	15	-	10	-	5	-	-	-	-	-
03	Mimeo paper (short)	reams	-	30	-	20	-	10	-	-	-	-	-
04	Mimeo paper (long)	reams	-	10	-	10	-	-	-	-	-	-	-
05	Ball pen	dozen	-	6	-	4	-	2	-	-	-	-	-
06	Sign pen	dozen	-	3	-	2	-	1	-	-	-	-	-
07	Computer ink colored (HP #60)	pcs	-	20	-	15	-	5	-	-	-	-	-
08	Computer ink black (HP 60)	pcs	-	20	-	15	-	5	-	-	-	-	-
09	Computer toner 12A HP 12A	pcs	-	6	-	4	-	2	-	-	-	-	-
10	Computer toner .03F	pcs	-	6	-	4	-	2	-	-	-	-	-
11	Stapler w/remover	pcs	-	3	-	3	-	-	-	-	-	-	-
12	Staple wire	box	-	12	-	12	-	-	-	-	-	-	-
13	Ethyl alcohol 500ml	dozen	-	2	-	1	-	1	-	-	-	-	-
14	Tissue (toilet paper)	dozen	-	3	-	2	-	1	-	-	-	-	-
15	Tide bar	bars	-	6	-	3	-	3	-	-	-	-	-
16	Glass cleaner	bottles	-	10	-	6	-	4	-	-	-	-	-
17	Air freshener	bottles	-	10	-	6	-	4	-	-	-	-	-
18	Reso ink	tube	-	2	-	1	-	1	-	-	-	-	-
TOTAL													

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AUREA S. PALLAYA
 (Head of office)

ANNUAL PROCUREMENT PLAN – 2010

Department/Local Government CMO-Permits/Licensing Division

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						QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
9	Reso Master	pc	-	1	-	1	-	-	-	-	-	-	-
10	Record Book (Official) 500 pages	pcs	-	3	-	3	-	-	-	-	-	-	-
11	Record book 250 leaves	pcs	-	6	-	6	-	-	-	-	-	-	-
12	Folder (expanding long)	pcs	-	200	-	100	-	100	-	-	-	-	-
13	Folder (expanding short)	pcs	-	50	-	50	-	-	-	-	-	-	-
14	Battery AAA	dozen	-	1	-	1	-	-	-	-	-	-	-
16	Index Card	pcs	-	2000	-	2000	-	-	-	-	-	-	-
17	Fastener	boxes	-	10	-	5	-	5	-	-	-	-	-
18	Scotch tape 2"	boxes	-	3	-	3	-	-	-	-	-	-	-
19	Scotch tape 1"	boxes	-	5	-	3	-	2	-	-	-	-	-
20	Flash drive	pcs	-	6	-	6	-	-	-	-	-	-	-
21	Pentel pen	box	-	1	-	1	-	-	-	-	-	-	-
xx	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	Xxx	Xxxx	Xxx	XXXXXX	Xxx	Xxxx	Xxx	XXXXXX	Xxx	Xxxx
TOTAL													

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accordance with the objectives of this office


AUREA S. PANAYA
 (Head of office)