



Republic of the Philippines
Office of the City Mayor
CITY TOURISM OFFICE
City of Puerto Princesa

March 24, 2011

Atty SHIRLEY R. DAGANTA
Acting City Legal Officer
Puerto Princesa City

Sir:

We are submitting herewith attached Financial Plan and Request for allotment for the year 2011, Annual Procurement Plan and the list of service vehicle of the City Tourism Promotion and Development Program.

Please acknowledge receipt hereof.

Thank you.

Very truly yours,

ja: mltinow
REBECCA V. LABIT

Assistant City Administrator
City Tourism Officer

ANNUAL PROCUREMENT PLAN

Department/Local Government

Plan Control No.

Planned Amount


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ITEM NO.	DESCRIPTION OF ARTICLES	Unit of Measure	Unit Cost	Quantity	Total	Regular:		Contingency		Total:	Date submitted:					
						DISTRIBUTION										
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter				
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount			
1	Renovation of Coliseum Office/Airport/HB	unit	1,500,000.00	1	1,500,000.00			1	1,500,000.00							
2	Multicab (loaded)	unit	500,000.00	2	500,000.00			2	500,000.00							
3	Office Equipments	unit	300,000.00		300,000.00				300,000.00							
4	Desktop Comp w/ Dot matrix	unit	50,000.00	1	50,000.00			1	50,000.00							
5	Laptop	unit	45,000.00	1	45,000.00			1	45,000.00							
6	DVD player w/ monitor & speaker	unit	45,000.00	1	45,000.00			1	45,000.00							
7	Costume	set	200,000.00	116	200,000.00				200,000.00							
8	Leis w/ City Logo	pcs	50.00	12,000	150,000.00			3,000	150,000.00	3,000.00	150,000.00	3,000	150,000.00	3,000	150,000.00	
9	Stapler	pcs	400.00	5	2,000.00			5	2,000.00							
10	Staple wire	box	75.00	10	750.00			10	750.00							
11	Paper clips	box	15.00	20	300.00			20	300.00							
12	Scissors	pair	25.00	10	250.00			10	250.00							
13	Ball pen	pcs	5.00	100	500.00			100	500.00							
14	Pencil	pcs	8.00	30	240.00			30	240.00							
15	Whiteboard marker (assorted color)	pcs	35.00	36	1,260.00			36	1,260.00							
16	Permanent marker (assorted color)	pcs	40.00	36	1,440.00			36	1,440.00							
17	Ruler	pcs	12.00	10	120.00			10	120.00							
18	Cutler	pcs	35.00	10	350.00			10	350.00							
19	Sign pen	pcs	48.00	50	2,400.00			50	2,400.00							
20	Broom	pcs	25.00	8	200.00			8	200.00							
21	Yellow pad paper	pad	25.00	15	375.00			15	375.00							
22	Bond paper (short)	ream	200.00	40	8,000.00			10	2,000.00	10	2,000.00	10	2,000.00	10	2,000.00	
23	Bond paper (long)	ream	250.00	40	10,000.00			10	2,500.00	10	2,500.00	10	2,500.00	10	2,500.00	
24	Rags	bundle	35.00	30	1,050.00			30	1,050.00							
25	Stabilo Marker (assorted color)	pcs	30.00	36	1,080.00			36	1,080.00							
26	Paste	pcs	30.00	24	720.00			24	720.00							

27	Correction Fluid	pcs	30.00	36	1,080.00	36	1,080.00						
28	Puncher	pcs	150.00	2	300.00	2	300.00						
29	Date stamper	pcs	150.00	2	300.00	2	300.00						
30	Stamp pad	pcs	50.00	2	100.00	2	100.00						
31	Whiteboard	pcs	2,000.00	2	4,000.00	2	4,000.00						
32	Cork Board	pcs	1,500.00	3	4,500.00	3	4,500.00						
33	Toner (xerox)	pcs	4,000.00	4	16,000.00	1	4,000.00	1.00	4,000.00	1	4,000.00	1	4,000.00
34	Computer ink #21	pcs	1,000.00	24	24,000.00	6	6,000.00	6	6,000.00	6	6,000.00	6	6,000.00
35	Computer ink #22	pcs	1,200.00	24	28,800.00	6	7,200.00	6	7,200.00	6	7,200.00	6	7,200.00
36	Comp ink # 90 (colored)	pcs	1,200.00	12	14,400.00	3	3,600.00	3	3,600.00	3	3,600.00	3	3,600.00
37	Comp ink # 90 (black)	pcs	1,000.00	12	12,000.00	3	3,000.00	3	3,000.00	3	3,000.00	3	3,000.00
38	Comp ink # 60 (colored)	pcs	1,200.00	24	28,800.00	6	7,200.00	6	7,200.00	6	7,200.00	6	7,200.00
39	Comp ink #60 (black)	pcs	1,000.00	24	24,000.00	6	6,000.00	6	6,000.00	6	6,000.00	6	6,000.00
40	CD-R	pcs	12.00	100	1,200.00	100	1,200.00						
41	CD-RW	pcs	30.00	50	1,500.00	50	1,500.00						
42	DVD-R	pcs	25.00	100	2,500.00	100	2,500.00						
43	DVD-RW	pcs	42.00	50	2,100.00	50	2,100.00						
44	USB Flashdrive 4G	pcs	700.00	5	3,500.00	5	3,500.00						
45	Expanded envelope	pcs	15.00	100	1,500.00	100	1,500.00						
46	Expanded Folder (long/green)	pcs	15.00	150	2,250.00	150	2,250.00						
47	Long folder	pcs	8.00	300	2,400.00	300	2,400.00						
48	Short folder	pcs	5.00	100	500.00	100	500.00						
49	Glass cleaner	gallon	200.00	4	800.00	1	200.00	1	200	1	200	1	200
50	Insect spray	can	200.00	36	7,200.00	9	1,800.00	9	1,800.00	9	1,800.00	9	1,800.00
51	Air freshener	can	200.00	24	4,800.00	6	1,200.00	6	1,200.00	6	1,200.00	6	1,200.00
52	Alcohol	bottle	50.00	60	3,000.00	15	750.00	15	750.00	15	750.00	15	750
53	Carbon paper	ream	100.00	2	200.00	2	200.00						
54	Cartolina (assorted color)	pack	80.00	20	1,600.00	20	1,600.00						
55	Disinfectant spray	can	170.00	12	2,040.00	1	170.00	1	170.00	1	170.00	1	170
56	Parchment paper	ream	160.00	5	800.00	5	800.00						
57	Specialty paper (assorted color)	pack	50.00	50	2,500.00	50	2,500.00						
58	Push pins	box	25.00	12	300.00	12	300.00						
59	Record book (500 leaves)	pcs	130.00	24	3,120.00	24	3,120.00						
60	Masking tape ("1")	rolls	40.00	12	480.00	12	480.00						

61	Masking tape ("2")	rolls	60.00	12	720.00	12	720.00						
62	Packing tape ("2")	rolls	50.00	24	1,200.00	24	1,200.00						
63	transparent tape ("1")	rolls	20.00	24	480.00	24	480.00						
64	Toilet tissue (12's)	pack	120.00	100	12,000.00	25	3,000.00	25	3,000.00	25	3,000.00	25	3,000.00
65	Trash bag	rolls	90.00	12	1,080.00	3	270.00	3	270	3	270	3	270
66	Furniture cleaner	can	200.00	12	2,400.00	3	600.00	3	600	3	600	3	600

This is to certify that the above procurement plan is in accordance with the objective of the office:


 MARILYN H. NAVALES
 Administrative Aide IV


 REBECCA V. LABIT
 Head of Office

FINANCIAL PLAN AND REQUEST FOR ALLOTMENT
January 1 to December 31, 2011

Office: Tourism Promotions and Development Program (8912)
Function: General Public Services
Activity: General Administration
Fund: 20%

OBJECTIVE OF Expenditures	Account code	Total Authorized Appropriation	Reserve for Later Release	Net Program	Office Request Quarterly Allocation of Appropriation			
					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Maintenance & other operating Expenditures Travelling Expenses	751	350,000	35,000	315,000	115,000	100,000	100,000	
Training Expenses	753	400,000	40,000	360,000	200,000	160,000		
Supplies & Materials Expenses, Office supplies Expenses	755	250,000	25,000	225,000	105,000	40,000	40,000	40,000
Other Supplies (leis,streamer,costumes)	765	472,500	47,250	425,000	125,000	100,000	100,000	100,000
Streamers & signages		200,000	20,000	180,000	100,000	40,000	20,000	20,000
Souvenirs		500,000	50,000	450,000	112,500	112,500	112,500	112,500
Production of collateral Materials (Brochure,Posters,Flyers)		1,500,000	150,000	1,350,000	337,500	337,500	337,500	337,500
Postage and Deliveries		10,000	1,000	5,000	2,250	2,250	2,250	2,250
Subscription Expenses		24,000	2,400	21,600	5,400	5,400	5,400	5,400
Travel Marts/Travel Fair/Wow Philippines	786	800,000	80,000	720,000	300,000	250,000	170,000	
Telephone Expenses	772	150,000	15,000	135,000	33,750	33,750	33,750	33,750
Advertising Expenses	780	100,000	10,000	90,000	22,500	22,500	22,500	22,500
Rent Expenses	782	200,000	20,000	180,000	45,000	45,000	45,000	45,000
Repair & Maintenance Monitor Vehicles	841	200,000	20,000	180,000	100,000	40,000	20,000	20,000
Other MOE (Tourism Monthly Festival)	969	250,000	25,000	225,000	65,000	60,000	100,000	
Snacks for Visitors		250,000	25,000	225,000	100,000	50,000	50,000	25,000
TOTAL		5,756,500	575,650	5,180,850	1,791,650	1,421,400	1,381,400	786,400

Prepared by:

REBECCA V. LABAT
Assistant City Administrator
City Tourism Officer

Recommended by:

RUBEN J. FRANCISCO
CITY Budget Officer

APPROVED:

EDWARD S. HAGEDORN
City Mayor

CAPITAL OUTLAY	Account Code	Total Authorized Appropriation	RESERVE	1st QUARTER	2ND QUARTER	3rd QUARTER	4TH QUARTER
Renovation of Coliseum Office/Airport/HB)		1,500,000		1,500,000			
2 Multicab loaded		500,000		500,000			
Office Equipment (tables/chairs/fixtures)		300,000		300,000			
1 Desktop Computer w/ Dotmatrix printer		50,000		50,000			
1 set DVD Player w/ monitor & speaker		45,000		45,000			
1 Laptop Computer for briefing		30,000		30,000			
	TOTAL	2,425,000		2,425,000			



Republic of the Philippines
Office of the City Mayor
CITY TOURISM OFFICE
City of Puerto Princesa

Office: Tourism promotions and Development Program (8912)
Function: General Public Service
Activity: General Administration
Fund: 20%

VEHICLE	PLATE NO.	UNIT	REMARKS
Toyota Hi-lux	SGR-180	1	Serviceable
Honda Wave 100	4174VE	1	Serviceable
Honda Wave 100	7956ve	1	Serviceable

Prepared by:


REBECCA V. LABIT

Assistant City Administrator
City Tourism Officer