

ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Orquieta) and Southern Leyte (Maasin) - Region XIII
 - Misamis Oriental, Bacolod, Cabaog, Bontoc and Northern Samar (Catarran) - Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Zamboanga Sibugay - Zamboanga Sibugay
 - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgpps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO) - for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS
 The accomplished SOFT COPY of the APP-CSE shall be submitted to the following email addresses:
 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com- For Local Government Units
- Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **NATIONAL LABOR RELATIONS COMMISSION**
 Region: **REGIONAL ARBITRATION BRANCH 8**
 Address: **DOLE COMPOUND, TRECE MARTIRES ST., TACLOBAN CITY**

Agency Account Code: _____

Contact Person: **CARLITO M. GUIMOC/CVINTHIA L. MATE**
 Position: **Supply Officer I / Administrative Officer V**
 E-mail: **rabnirc@yahoo.com**
 Telephone/Mobile Nos: **(053) 321-2025/832-0116/09303441701**

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT						
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			Oct	Nov	Dec	Q4 AMOUNT	Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
4 FLUORESCENT LAMP, tubular, 28 watts	tube	18			18	2059			0	0							0	0	18	114.40	2,059.20
7 TAPE, electrical	roll	5			5	91			0	0							0	0	5	18.20	91.00

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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:

FDR:

CARLITO M. GUIMOC

Madeleine
JULIE MADELAINE C. GERNA

A.F. Dizon
AMELIA B. DOCEÑA

ds: [Signature]
Property/Supply
Officer

Accountant

Head of Office/Agency

Date Prepared:

December 28, 2016