

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (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. 2011-9 and 2011-4 dated 25 August 2011 and 20 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with updated APP-CSE in the Modernized Philippine Government Electronic Procurement System (MPHIGEPS) will be able to purchase 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).

- Remarks:**
- 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 MPHIGEPS and Downloads page of PS-DBM website (www.ps-dbm.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-dbm.gov.ph) under the "Main We Saw" 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, otherwise the form will be deemed invalid.
  - 5.0 For items not included on the list of PART II, a separate file, with the name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-dbm.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeq>. Instructions on how to fill-out is included in the reminders of the form.
  - 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 MPHIGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signatures 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 MPHIGEPS 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 0918-2954426 (Smart) or 0962-8255199 (Smart), or email [apsaleshelpdesk@ps-dbm.gov.ph](mailto:apsaleshelpdesk@ps-dbm.gov.ph), or visit the PS-DBM website (www.ps-dbm.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Internal Audit Division, Commission  
 Director: Zaldemaro S. Anido  
 Address: 5000 Alibon and Alibon Streets  
Zone 11, Marikina City

Agency Code/UN/CS: \_\_\_\_\_  
 Organization Type: \_\_\_\_\_

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Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.

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

ALCOHOL OR ALCOHOL ANTISEPTICS																															
1	1230601-A-BM	ALCOHOL, 70%, 500 ml	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00				
2	1230601-A-BM	ALCOHOL, 70%, 1 liter	gallon	0	12	0	12	4,288.08	0	0	0	0	0	0	0.00	0	12	0	12	4,288.08	0	0	0	0	0	0	0	0.00	24	307.69	8,071.16

ARTS AND CRAFT EQUIPMENT AND ACCESSORIES																															
3	602123K-CR-RL	CLEARBOOK, 14 size	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	35.15	35.15	0.00
4	602123K-CR-RQ	CLEARBOOK, legal size	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	36.36	36.36	0.00
5	602123K-ER-RL	ERASER, plastic/rubber	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	8.36	8.36	0.00
6	602123K-SR-OL	STON PEN, Fine Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	22.20	22.20	0.00
7	602123K-SR-OL	STON PEN, Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	44.72	44.72	0.00
8	602123K-SR-OL	STON PEN, Medium Tip, Black	piece	0	80	0	80	3,432.00	0	0	0	0	0	0	0.00	0	80	0	80	3,432.00	0	0	0	0	0	0	0.00	0	97.20	97.20	6,984.00
9	602123K-SR-OL	STON PEN, Extra Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	22.20	22.20	0.00
10	602123K-SR-OL	STON PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	44.72	44.72	0.00
11	602123K-SR-OL	STON PEN, Medium Tip, Blue	piece	0	50	0	50	3,432.00	0	0	0	0	0	0	0.00	0	50	0	50	3,432.00	0	0	0	0	0	0	0.00	0	57.20	57.20	4,584.00
12	602123K-SR-OL	STON PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	22.20	22.20	0.00
13	602123K-SR-OL	STON PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	45.75	45.75	0.00
14	602123K-SR-OL	STON PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	57.20	57.20	0.00
15	602123K-WR-OL	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	161.20	161.20	0.00

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																															
16	401212K-OC-OD	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	20,623.60	20,623.60	0.00
17	401212K-OC-OD	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	18,588.00	18,588.00	0.00

BATTERIES AND CELLS AND ACCESSORIES																															
18	201120K-RT-KCZ	BATTERY, dry cell, size AA	pack	0	0	0	0	102.45	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	20.49	20.49	294.90
19	201120K-RT-KAL	BATTERY, dry cell, size AAA	pack	0	0	0	0	91.70	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	18.34	18.34	183.40





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	Apr	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4				
			0	0	0	0	0.00	0	0	0	0	0.00	0	0				0	0	0	0.00	0	0	0	0	0	0.00		
99	4412001-F0-L14	FOLDER, L-type, A4	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	260.38	0.00			
100	4412001-F0-L12	FOLDER, L-type, legal	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	249.08	0.00		
101	4412002-F0-R01	FOLDER, pre-sorted	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	532.84	0.00	
102	4412011-F0-T16	FOLDER with tab, A4	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	379.60	0.00	
103	4412001-F0-T02	FOLDER with tab, legal	pack	0	0	0	0	2,069.60	0	0	0	0	0	0	0	1,343.76	0	0	0	0	0	0	0	0	0	0.00	0	413.92	3,311.36
104	4412008-F1-T01	INDEX TAB	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	67.60	0.00
105	4412178-F4-R01	MARKER, fluorescent	set	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	31.11	0.00
106	4412178-F8-S01	MARKER, Permanent, Black	piece	0	10	0	0	82.76	0	0	0	0	0	0	0	0.00	0	10	0	0	0	0	0	0	0	0.00	0	8.27	165.46
107	4412178-F8-S02	MARKER, Permanent, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	6.27	0.00
108	4412178-F8-S03	MARKER, Permanent, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	6.27	0.00
109	4412178-F8-R01	MARKER, Whiteboard, Black	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	6.65	0.00
110	4412178-F8-R02	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	6.65	0.00
111	4412178-F8-R03	MARKER, Whiteboard, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	6.65	0.00
112	4412104-F0-C01	PAPER, CLIP, vinyl/plastic coated, 13mm	box	0	0	0	0	17.64	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	8.82	35.28
113	4412104-F0-C02	PAPER, CLIP, vinyl/plastic coated, 19mm, 5mm	box	0	13	0	0	293.52	0	0	0	0	0	0	0	0.00	0	12	0	0	0	0	0	0	0	0.00	0	19.46	467.04
114	4410001-F0-A02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	18,718.96	0.00
115	4412178-F0-L14	PENCIL, hard/graphite, with eraser	box	0	1	0	0	44.71	0	0	0	0	0	0	0	0.00	0	1	0	0	0	0	0	0	0	0.00	0	44.71	89.42
116	4412669-F0-A01	PENCIL SHARPENER	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	206.08	0.00
117	4412002-F0-R01	RUBBER BAND, heavy duty	piece	0	1	0	0	153.92	0	0	0	0	0	0	0	0.00	0	1	0	0	0	0	0	0	0	0.00	0	153.92	307.84
118	4412001-F0-R01	RUBBER BAND, No. 18	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	135.20	0.00
119	4412001-F0-R01	SCISSORS, symmetrical/alternating	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	39.82	0.00
120	4412001-F0-R01	SCISSORS, symmetrical/alternating	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	65.52	0.00
121	4412001-F0-R01	SCISSORS, symmetrical/alternating	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	197.60	790.40
122	4412001-F0-R01	SCISSORS, symmetrical/alternating	piece	0	2	0	0	395.20	0	0	0	0	0	0	0	0.00	0	2	0	0	0	0	0	0	0	0.00	0	693.15	0.00
123	4412001-F0-R01	SCISSORS, symmetrical/alternating	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	46.51	372.08
124	4412001-F0-R01	SCISSORS, symmetrical/alternating	piece	0	4	0	0	186.04	0	0	0	0	0	0	0	0.00	0	4	0	0	0	0	0	0	0	0.00	0	77.28	155.16
125	4412001-F0-R01	SCISSORS, symmetrical/alternating	piece	0	1	0	0	77.28	0	0	0	0	0	0	0	0.00	0	1	0	0	0	0	0	0	0	0.00	0	77.28	155.16
<b>PAPER MATERIALS AND PRODUCTS</b>																													
126	3411153-C4-A01	CARTON, standard colors	case	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	83.72	0.00
127	3411159-C4-L11	COMPUTER CONTINUOUS FORM, 1 pt., 280mm x 240mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	545.36	0.00
128	3411159-C4-L12	COMPUTER CONTINUOUS FORM, 1 pt., 280mm x 270mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	1,972.92	0.00
129	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	37.06	0.00
130	3411154-F8-S04	NOTEBOOK, pad-on, 30mm x 100mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	99.28	0.00
131	3411154-F8-S03	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	52.66	0.00
132	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	14.04	0.00
133	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	21.80	0.00
134	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	233.96	27,985.20
135	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	137.74	0.00
136	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	158.91	0.00
137	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	34.82	0.00
138	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	154.21	0.00
139	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	91.79	0.00
140	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	137.74	0.00
141	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	154.21	0.00
142	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	91.79	0.00
143	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	137.74	0.00
144	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	154.21	0.00
145	3411154-F8-S02	NOTEBOOK, pad-on, 30mm x 70mm	pad	0	0	0	0	0.00</																					







Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year												
			Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4				
							unit					unit								unit						unit		unit	
29	801-4103-75-029	GENERALE GLOVES	box	0	2	0	0	2	1,200.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	600.00	1,200.00		
30	801-4103-75-030	OFFICE CHAIR	piece	0	3	0	0	3	10,500.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3,500.00	10,500.00	
31	801-4103-75-031	MANILA PAPER	roll	0	20	0	0	20	400.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	20.00	800.00	
32	801-4103-75-032	AUTOMOTIVE MATTERS	piece	0	1	0	0	1	6,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	6,000.00	6,000.00	
33	801-4103-75-033	RADIOCK	piece	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
34	801-4103-75-034	MOBILE PHONE	unit	0	2	0	0	2	4,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2,000.00	4,000.00	
35	801-4103-75-035	CONTACT DISC	piece	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
36	801-4103-75-036	AMPLIFIER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
37	801-4103-75-037	STORAGE BOX	piece	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
38	801-4103-75-038	PLATE BRIDGE	piece	0	10	0	0	10	341.18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	341.18	341.18	
39	801-4103-75-039	DOCUMENT SCANNER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
40	801-4103-75-040	WATER DISPENSER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
41	801-4103-75-041	FRACKET ANAL	roll	0	30	0	0	30	288.36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	87.72	2,631.72	
42	801-4103-75-042	GLEE GUN	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
43	801-4103-75-043	JACKET MENTIM	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
44	801-4103-75-044	SPRINKERS	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
45	801-4103-75-045	PERSONAL PHONE	phone	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
46	801-4103-75-046	HEADBOARD	unit	0	2	0	0	2	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0.00	0.00	
47	801-4103-75-047	DSP CAMERA	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
48	801-4103-75-048	STEEL RACK	set	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
49	801-4103-75-049	LAMINATING MACHINE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
50	801-4103-75-050	FUEL FILTERS	piece	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
51	801-4103-75-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
52	801-4103-75-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
53	801-4103-75-053	CAF (Spoon or Mashed)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
54	801-4103-75-054	MULTI-PURPOSE VEHICLE (999)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
47	801-4103-75-047	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
48	801-4103-75-048	PASSENGER VAN	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
49	801-4103-75-049	VAN	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
50	801-4103-75-050	TROOPERS VEHICLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
51	801-4103-75-051	PICK-UP TRUCK	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
52	801-4103-75-052	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
53	801-4103-75-053	ASSEMBLED OWNER-TYPE 2SP	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
50	801-4103-75-050	ASSEMBLED PASSENGER BENCH-TYPE VEHICLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
51	801-4103-75-051	MOTORCYCLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
52	801-4103-75-052	BUS	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
53	801-4103-75-053	MINI BUS	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year										
		Jan	Feb	Mar	Q1	Q1 Actual	April	May	June	Q2	Q2 Actual	July	Aug				Sept	Q3	Q3 Actual	Oct	Nov	Dec	Q4	Q4 Actual		
A. TOTAL																										
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										318,181.82
C. ADDITIONAL PROVISION FOR TRANSPORT AND PASSENGER COST (If Applicable)																										
D. GRAND TOTAL (A + B + C)																										350,000.00
E. APPROVED BUDGET BY THE AGENCY HEAD																										

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:   
 KRISTINA NADER, CLS  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 LEO CORTIZ, A. DEJUA  
 Accountant / Budget Officer

Approved by:   
 KITTY CECILIA VASALLO  
 Head of Office/Agency

Date Prepared: \_\_\_\_\_