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ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment

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

1. 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.
 2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philegpps.gov.ph and; b) correct format is used but fields were deleted and/or in error.**
 3. 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 by 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 catalog virtual store as soon as it is procured and made available by the Procurement Service.
 4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. 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:
- a. app.nga.ps@gmail.com- For main and other campuses of all state universities and colleges
 - b. app.suc.ps@gmail.com- For central and regional offices of all national government agencies
 - c. app.goccc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
 6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
 7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Off: National Labor Relations Commission
 Region: EIGHTH DIVISION
 Address: Henry Tan Blvd., Tirso Neri St., Cagayan de Oro City

Agency Account Code: _____
 Contact Person: Allan M. Resoor
 Position: Acting Supply Officer
 E-mail: allanresoor@yahoo.com
 Telephone/Mobile Nos: 881-2013

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | Total Quantity | | | | |
|---|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|----------------|-----|-----|-----|----|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | AUG | Sept | Q3 | | Oct | Nov | Dec | Q4 |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | | |
| 1 BATTERY, dry cell, AA, 2 pieces per blister pack | piece | | | | 12 | | | | 12 | | | | | | | | 12 | 48 |
| 2 BATTERY, dry cell, AAA, 2 pieces per blister pack | piece | | | | 12 | | | | 0 | | | | | | | | 12 | 0 |
| 3 BATTERY, dry cell, D, 1.5 volts, alkaline | pack | | | | 0 | | | | 0 | | | | | | | | 0 | 0 |
| 4 FLUORESCENT Tube, 36 WATTS, | tube | | | | 12 | | | | 0 | | | | | | | | 12 | 0 |
| 5 Lighth Bulb, LED, 15 watts 1 pc in individual box | piece | | | | 12 | | | | 0 | | | | | | | | 12 | 0 |
| 6 Fluorescent Tube, 15watts LED | piece | | | | 12 | | | | 0 | | | | | | | | 12 | 0 |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | |

Prepared by:


ALLAN M. HESSOR
Acting Supply Officer

Property/Supply Officer

Date:

Certified Funds Available / Certified
Appropriate Funds Available:


CORAZON P. HERNANDEZ
Acting Accountant

Accountant / Local Budget Officer

Approved by:


BARBO-ROD M.
Presiding Comm

Head of Office