

APP-CSE 2026 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM - OTHER ITEMS

AGENCY CODE/UAJCS: **160040293777**

AGENCY NAME: **NATIONAL LABOR RELATIONS COMMISSION RAB XI**

ORGANIZATION TYPE: **Attached Agency**

REGION: **Region XI - Davao Region**

ADDRESS: **3F JLF PARKWAY BLDG, QUIRINO CORNER PICHON STREET**

CONTACT PERSON: **VILLEGAS, MA. RICHEL MARZAN**

DESIGNATION: **SUPPLY OFFICER I**

EMAIL: **rab11.admin@nlrc.dole.gov.ph**

CONTACT NUMBER: **2933490**

INTRODUCTION:

Section 4.4 of DBM Circular Letter No. 2011-6 states that all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which, depending on their mandate and nature of operations, are necessary for and desirable in their official and regular transactions, consumed and needed in their day-to-day operations.

With this, for items not included on the list of PART II, a separate file, with the file name APP-CSE 2026 Form - Other Items was created. This shall be one of the bases for the PS-DBM in expanding the electronic catalogue to include other products commonly purchased by government procurement entities.

Due to the limitations of the Google Form, agencies can only input 25 items per form. If you have more than 25 items, you must fill out another set of forms.

No	Item Description	UOM	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year
			QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4						
			Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please Indicate price of Items)																					
1	INK CARTRIDGE EPSON C13T664100 INK CARTRIDGE T6641 Black	bottle	Jan 2		4	983.32	Apr 0		2	491.66	Jul 2		4	983.32	Oct 0		2	491.66	12	245.83	P2,949.96
			Feb 0				May 2				Aug 0				Nov 2						
			Mar 2				Jun 0				Sep 2				Dec 0						
2	INK CARTRIDGE EPSON C13T664200 INK CARTRIDGE T6642 Cyan	bottle	Jan 1		2	491.66	Apr 0		1	245.83	Jul 1		2	491.66	Oct 0		1	245.83	6	245.83	P1,474.98
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
3	TONER CARTRIDGE OPTIMUM TONER CARTRIDGE OPT TL-5120X	unit	Jan 4		4	35,200.00	Apr 0		0	0.00	Jul 4		4	35,200.00	Oct 0		0	0.00	8	8,800.00	P70,400.00
			Feb 0				May 0				Aug 0				Nov 0						
			Mar 0				Jun 0				Sep 0				Dec 0						
4	TONER CARTRIDGE OPTIMUM TONER CARTRIDGE OPT TL-425U	unit	Jan 4		4	24,000.00	Apr 0		0	0.00	Jul 4		4	24,000.00	Oct 0		0	0.00	8	6,000.00	P48,000.00
			Feb 0				May 0				Aug 0				Nov 0						
			Mar 0				Jun 0				Sep 0				Dec 0						
5	INK CARTRIDGE INK CARTRIDGE, EPSON 003 YELLOW	bottle	Jan 1		2	491.66	Apr 0		1	245.83	Jul 1		2	491.66	Oct 0		1	245.83	6	245.83	P1,474.98
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
6	INK CARTRIDGE INK CARTRIDGE, EPSON 003 CYAN	bottle	Jan 1		2	491.66	Apr 0		1	245.83	Jul 1		2	491.66	Oct 0		1	245.83	6	245.83	P1,474.98
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
7	INK CARTRIDGE INK CARTRIDGE, EPSON 003 MAGENTA	bottle	Jan 1		2	491.66	Apr 0		1	245.83	Jul 1		2	491.66	Oct 0		1	245.83	6	245.83	P1,474.98
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
8	INK CARTRIDGE INK CARTRIDGE, BROTHER D60 YELLOW	bottle	Jan 1		2	900.00	Apr 0		1	450.00	Jul 1		2	900.00	Oct 0		1	450.00	6	450.00	P2,700.00
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
9	INK CARTRIDGE INK CARTRIDGE, BROTHER D60 CYAN	bottle	Jan 1		2	900.00	Apr 0		1	450.00	Jul 1		2	900.00	Oct 0		1	450.00	6	450.00	P2,700.00
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
10	INK CARTRIDGE INK CARTRIDGE, BROTHER D60 MAGENTA	bottle	Jan 1		2	900.00	Apr 0		1	450.00	Jul 1		2	900.00	Oct 0		1	450.00	6	450.00	P2,700.00
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
11	INK CARTRIDGE INK CARTRIDGE, CANON 790 YELLOW	bottle	Jan 1		2	900.00	Apr 0		1	450.00	Jul 1		2	900.00	Oct 0		1	450.00	6	450.00	P2,700.00
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
12	INK CARTRIDGE INK CARTRIDGE, CANON 790 CYAN	bottle	Jan 1		2	900.00	Apr 0		1	450.00	Jul 1		2	900.00	Oct 0		1	450.00	6	450.00	P2,700.00
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
13	INK CARTRIDGE INK CARTRIDGE, CANON 790 MAGENTA	bottle	Jan 1		2	900.00	Apr 0		1	450.00	Jul 1		2	900.00	Oct 0		1	450.00	6	450.00	P2,700.00
			Feb 0				May 1				Aug 0				Nov 1						
			Mar 1				Jun 0				Sep 1				Dec 0						
14	INK CARTRIDGE INK CARTRIDGE, EPSON 003 BLACK	bottle	Jan 2		4	983.32	Apr 0		2	491.66	Jul 2		4	983.32	Oct 0		2	491.66	12	245.83	P2,949.96
			Feb 0				May 2				Aug 0				Nov 2						
			Mar 2				Jun 0				Sep 2				Dec 0						
15	INK CARTRIDGE INK CARTRIDGE, BROTHER D60 BLACK	bottle	Jan 2		4	1,800.00	Apr 0		2	900.00	Jul 2		4	1,800.00	Oct 0		2	900.00	12	450.00	P5,400.00
			Feb 0				May 2				Aug 0				Nov 2						
			Mar 2				Jun 0				Sep 2				Dec 0						
16	INK CARTRIDGE INK CARTRIDGE, CANON 790 BLACK	bottle	Jan 2		4	1,897.48	Apr 0		2	948.74	Jul 2		4	1,897.48	Oct 0		2	948.74	12	474.37	P5,692.44
			Feb 0				May 2				Aug 0				Nov 2						
			Mar 2				Jun 0				Sep 2				Dec 0						
17			Jan			0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		P0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
18			Jan			0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		P0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
19			Jan			0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		P0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						

20	Jan			Apr			Jul			Oct									
	Feb	0	0.00	May		0	0.00	Aug		0	0.00	Nov	0	0.00	0				P0.00
	Mar			Jun			Sep			Dec									
21	Jan			Apr			Jul			Oct									
	Feb	0	0.00	May		0	0.00	Aug		0	0.00	Nov	0	0.00	0				P0.00
	Mar			Jun			Sep			Dec									
22	Jan			Apr			Jul			Oct									
	Feb	0	0.00	May		0	0.00	Aug		0	0.00	Nov	0	0.00	0				P0.00
	Mar			Jun			Sep			Dec									
23	Jan			Apr			Jul			Oct									
	Feb	0	0.00	May		0	0.00	Aug		0	0.00	Nov	0	0.00	0				P0.00
	Mar			Jun			Sep			Dec									
24	Jan			Apr			Jul			Oct									
	Feb	0	0.00	May		0	0.00	Aug		0	0.00	Nov	0	0.00	0				P0.00
	Mar			Jun			Sep			Dec									
25	Jan			Apr			Jul			Oct									
	Feb	0	0.00	May		0	0.00	Aug		0	0.00	Nov	0	0.00	0				P0.00
	Mar			Jun			Sep			Dec									

A. TOTAL																				P157,492.28
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				P15,749.23
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																				P0.00
D. GRAND TOTAL (A + B + C)																				P173,241.51

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MA RICHEL M. VILLEGAS
 SUPPLY OFFICER I
 Property/Supply Officer

Dennis M. Ando
DENNIS M. ANDO
 BUDGET OFFICER
 Accountant/Budget Officer

Rommel L. Galicia

ROMMEL L. GALICIA
 Labor Arbiter
 NELIA Q. TANCIO-SEDILLO
 EXECUTIVE LABOR ARBITER
 Head of Office/Agency