

**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-philegsa.gov.ph](mailto:ps-philegsa.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.
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 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.
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](mailto:app.nga-ps@gmail.com)- For central and regional offices of all national government agencies
  - b. [app.suc-ps@gmail.com](mailto:app.suc-ps@gmail.com)- For main and other campuses of all state universities and colleges
  - c. [app.goccc-ps@gmail.com](mailto:app.goccc-ps@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - d. [app.dep-ps@gmail.com](mailto:app.dep-ps@gmail.com)- For primary and secondary schools
  - e. [app.lgu-ps@gmail.com](mailto: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: **Davao City**  
 Address: **3rd Floor, JLF Parkway Bldg, Corner Quirino-Pidson Sts., Davao City**

Agency Account Code: **16-004-0300011**  
 Contact Person: **LEGIL C. AGAC-AC**  
 Position: **Supply Officer I**  
 Email: **legilacac@gmail.com**  
 Telephone/Mobile Nos: **(083)321-5210/(083)227-5**

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price C
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3		

COMMON ELECTRICAL SUPPLIES																					
1	26111702-BT A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack			4	4			4	4			4	4			4	4	16	20
2	26111702-BT A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			4	4				0				0				0	4	15
3	26111702-BT A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91
4	39101605-FL-101 (T8)	FLUORESCENT LAMP, 18 WATTS, linear tubular	tube				0				0				0				0	0	40
5	39101628-LB-L01	Light Bulb, LED, 7 wats 1 pc in individual box	piece				0				0				0				0	0	75
6	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll			2	2				0				0				0	2	18
COMMON OFFICE SUPPLIES																					
1	3111203-AC F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	761



































G.2 Other Items not available at PS but regularly purchased from other sources  
 TOTAL MONTHLY CASH REQUIREMENTS

~~XXXXXXXXXX~~

3126.5
47226

~~XXXXXXXXXX~~

3126.5
42939

~~XXXXXXXXXX~~

3126.5
46735

~~XXXXXXXXXX~~

3126.5
52467

\*Other categories that are not indicated herein  
 \*\*Prices are FOB Manila/Applicable for items under A.

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.

Prepared by:

  
 LEGIL C. ACAC - AC

Property/Supply Officer

Certified Funds Available / Certified  
 Appropriate Funds Available:

  
 DENNIS M. ANDO

Accountant / Local Budget Officer

Approved by:

  
 ELM

Head

Date:

NOV 10 2017