

APP-CSE 2026 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM

Introduction:

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. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhGEPs) will be able to purchase CSE 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).

Reminders:

- 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 mPhGEPs and Downloads page of PS-DBM website (www.ps-dbm.gov.ph).
- All information must be provided accurately.
- Kindly refer to the CSE catalogues on the PS-DBM website (www.ps-dbm.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photos of the items.
- Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- For items not included on the list of PART II, a separate form with the file name APP-CSE 2026 Form - Other Items, can be fill-out through this link: <https://forms.gle/ygzfzUbaWum8d8F5>
- 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 mPhGEPs account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhGEPs 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.
- Please be advised that modifications to product codes may be implemented without prior notification. Should such changes occur, it will be necessary for agencies with CSE requirements to edit and submit a Supplemental APP-CSE on their mPhGEPs account.
- 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 apcsa.helpdesk@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.

Note: The APP-CSE for FY 2026 must be submitted on or before 31 August 2025.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
Region: RAB N.A.
Address: 3rd and 4th Floors, Recto Penitentiary Bldg.,
Chopra Ave., Big Market, Calamba City

Agency Code/UACS: N054
Organization Type:

Contact Person: KATHRYNE B. VENGCO
Position: Administrative Officer I
E-mail: vengekathryne2@gmail.com
Telephone/Mobile Nos: 09668438556

Item #	Item Description	Unit	Monthly Quantity Requirement																								Total Quantity for the year	Unit Price as of May 14, 2025	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																													
ALCOHOL OR ACETONE BASED ANTISEPTICS																													
1	1219:801-AL-ED4	ALCOHOL, Ethyl, 500 ml	bottle	0	0	50	50	2,781.00	0	0	50	50	2,781.00	0	0	50	50	2,781.00	0	0	50	50	2,781.00	200	95.63	11,124.00			
2	1219:801-AL-EB3	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	5	5	1,812.25	0	0	0	0	0.00	0	0	5	5	1,812.25	0	0	0	0	0.00	10	362.45	3,624.50			
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																													
3	6012:413-CB-P01	CLEARBOOK, A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	35.52	0.00			
4	6012:413-CB-P02	CLEARBOOK, Legal size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	38.25	0.00			
5	6012:524-ER-P01	ERASER, plastic/rubber	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.54	0.00			
6	6012:524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	20	20	542.30	0	0	20	20	542.30	0	0	20	20	542.30	0	0	20	20	542.30	80	27.11	2,168.80			
7	6012:524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	27.11	0.00			
8	6012:524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	27.11	0.00			
9	6012:524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	38.81	0.00			
10	6012:524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	38.81	0.00			
11	6012:524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	38.81	0.00			
12	6012:524-SP-G07	SIGN PEN, Medium Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	63.62	0.00			
13	6012:524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	63.62	0.00			
14	6012:524-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	63.62	0.00			
15	6012:124-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	163.62	0.00			
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																													
16	4512:517-DO-C02	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,077.95	0.00			
17	4511:606-PM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,426.82	0.00			
BATTERIES AND CELLS AND ACCESSORIES																													
18	2611:702-BT-A02	BATTERY, dry cell, size AA	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	39.80	0.00			
19	2611:702-BT-A01	BATTERY, dry cell, size AAA	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18.81	0.00			
CLEANING EQUIPMENT AND SUPPLIES																													
20	4713:812-AF-A01	AIR FRESHENER	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	126.67	0.00			
21	4713:804-BR-S01	BROOM (Viola Tangle)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	126.67	0.00			
22	4713:804-BR-T01	BROOM (Viola Ting-ting)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	26.30	0.00			
23	4713:829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42.22	0.00			
24	4713:805-CL-P01	CLEANSER, Scouring Powder	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42.22	0.00			
25	4713:811-DE-B02	DETERGENT BAR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.48	0.00			
26	4713:811-DE-P03	DETERGENT POWDER, all purpose	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	54.89	0.00			
27	4713:803-OS-A01	DISINFECTANT SPRAY	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	141.98	0.00			
28	4713:71-OU-P01	DISINFECTANT	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	47.30	0.00			
29	4713:71-IF-P02	DISINFECTANT	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	314.41	0.00			
30	4713:70-PC-P01	DISINFECTANT	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	143.51	0.00			
31	7310:7310-7310-7310	SOAP, liquid, 500ml	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	43.80	0.00			

Item No.	Item Description	Unit	QTY	UNIT PRICE	TOTAL PRICE	TAX	NET TOTAL	AMOUNT	DATE
23	4712184-9-011	FOR BUCKET	1	0.00	0.00	0.00	0.00	0.00	
24	4713151-10-C-011	SAWS	1	0.00	0.00	0.00	0.00	0.00	
25	4713180-5C-001	SCOURING PAD	1	0.00	0.00	0.00	0.00	0.00	
26	4712121-17B-004	TALASNAK, 20L 004	1	0.00	0.00	0.00	0.00	0.00	
27	4712121-17B-005	TALASNAK, Large 005	1	0.00	0.00	0.00	0.00	0.00	
28	4712121-17B-006	TALASNAK, K. 006	1	0.00	0.00	0.00	0.00	0.00	
29	4712121-9P-011	WASTEBASKET	1	0.00	0.00	0.00	0.00	0.00	
CONCRETE EQUIPMENT AND SUPPLIES									
30	1211733-81-011	STRAP PUL. PK	20	864.00	17,280.00	0.00	17,280.00	28,320.00	
CONSUMER ELECTRONICS									
31	21A1323-01-011	DIGITAL VOICE RECORDER	1	0.00	0.00	0.00	0.00	0.00	
FILES									
32	1111201-4C-011	HECTATE	1	0.00	0.00	0.00	0.00	0.00	
33	1111201-01-002	CARBON P.M. Layer 002	1	0.00	0.00	0.00	0.00	0.00	
PRINTING EQUIPMENT									
34	4111071-41-001	PRN. EPISTOLAR, 41 Grams	1	1,041.14	1,041.14	0.00	1,041.14	1,621.71	
PLANS OR ACCESSORIES									
35	33121802-01-011	PHOTOCOPY NATIONAL PLAN	3	676.33	2,028.99	0.00	2,028.99	3,043.11	
PLUMBING AND PUMPCORINGS									
36	3101201-01-011	HOMOLOG OVAL, 10mm	1	1,796.80	1,796.80	0.00	1,796.80	2,696.80	
37	3101201-01-011	HOMOLOG OVAL, 10mm	1	0.00	0.00	0.00	0.00	0.00	
HEATING AND VENTILATION AND AIR CONDITIONING									
38	4101010-01-011	ELECTRIC P.M. ceiling panel, 40x40 type	1	0.00	0.00	0.00	0.00	0.00	
39	4101010-01-011	ELECTRIC P.M. Industrial, ground type	1	0.00	0.00	0.00	0.00	0.00	
40	4101010-01-011	ELECTRIC P.M. 6000 type	1	0.00	0.00	0.00	0.00	0.00	
41	4101010-01-011	ELECTRIC P.M. 6000 type	1	0.00	0.00	0.00	0.00	0.00	
TELECOMMUNICATIONS AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND SERVICES AND ACCESSORIES									
42	4211101-000001	DESKTOP, for basic users	1	0.00	0.00	0.00	0.00	0.00	
43	4211101-000002	DESKTOP, for high-range users	1	0.00	0.00	0.00	0.00	0.00	
44	4201027-01-002	EXTERNAL HARD DRIVE	1	0.00	0.00	0.00	0.00	0.00	
45	4200010-01-011	FLASH DRIVE	1	0.00	0.00	0.00	0.00	0.00	
46	4211101-01-001	LAPTOP COMPUTER, High-range	1	0.00	0.00	0.00	0.00	0.00	
47	4211101-01-002	LAPTOP COMPUTER, Light-range	1	0.00	0.00	0.00	0.00	0.00	
48	4211101-01-003	COMPUTER MONITOR, Windows	1	0.00	0.00	0.00	0.00	0.00	
49	4212101-01-011	SERVER, Low, Windows	1	0.00	0.00	0.00	0.00	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES									
50	3101020-01-011	LIGHT-FIXTURE BOX (LFB) LIGHT BALL 7" 001	2	144.40	288.80	0.00	288.80	433.20	
51	3101020-01-011	LIGHT-FIXTURE BOX (LFB) LIGHT BALL 7" 001	2	0.00	0.00	0.00	0.00	0.00	
HOUSEHOLDING COMPONENTS AND SUPPLIES									
52	1101010-01-011	GLUE, all-purpose	20	1,381.40	27,628.00	0.00	27,628.00	41,442.00	
53	1111101-01-011	STAPLE WIRE, heavy duty (binder type) 21/11	1	0.00	0.00	0.00	0.00	0.00	
54	1111101-01-011	STAPLE WIRE, standard	20	676.00	13,520.00	0.00	13,520.00	20,288.00	
55	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
56	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
57	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
58	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
59	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
60	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
61	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
62	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
63	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
64	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
65	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
66	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
67	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
68	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
69	1101020-01-011	TAPAC, electrical	1	0.00	0.00	0.00	0.00	0.00	
70	1111101-01-011	TAPAC, electrical	15	712.00	10,680.00	0.00	10,680.00	15,816.00	
MEASURING AND TESTING EQUIPMENT									
71	4111101-01-011	MULTI, public, 45mm	1	0.00	0.00	0.00	0.00	0.00	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES									
72	4411101-01-011	BLADE, for general purpose utility knife	1	0.00	0.00	0.00	0.00	0.00	
73	4410101-01-011	BRANDING AND MARKING MACHINE	1	0.00	0.00	0.00	0.00	0.00	
74	4412010-01-011	BRANDING MACHINE, public, 12 mm	1	0.00	0.00	0.00	0.00	0.00	
75	4410101-01-011	CALCULATOR, Compact	2	444.00	888.00	0.00	888.00	1,332.00	
76	4412101-01-011	OMAL, wide format	1	0.00	0.00	0.00	0.00	0.00	



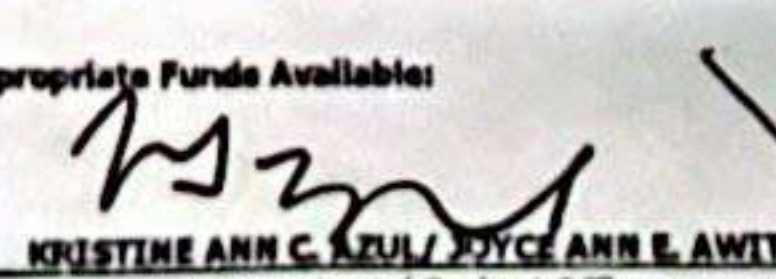
66	8014.305-T5-041	PARACETANOL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
66	8014.305-T5-006	PHOTO PAPER, MATTE	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
67	8014.305-T5-085	PHOTO PAPER, SATIN	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
68	8014.305-T5-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
69	8014.305-T5-017	PLASTIC FASTENER	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
70	8014.305-T5-045	POVIDONE IODINE	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
71	8014.305-T5-096	PROFESSIONAL WIRELESS HEADSET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
72	8014.305-T5-024	PUSH PIN	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
73	8014.305-T5-087	SCHOOL CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
74	8014.305-T5-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
75	8014.305-T5-018	STEEL FILING CABINET	piece	0	0	10	10	0.00	0	0	10	10	0.00	0	0	10	10	0.00	0	0	10	10	0.00	0	0.00
76	8014.305-T5-048	STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
77	8014.305-T5-004	STOCKER PAPER, MATTE	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
78	8014.305-T5-037	STORAGE BOX, FOR LEGAL SIZE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
79	8014.305-T5-098	TABLET COMPUTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
80	8014.305-T5-010	UNINTERRUPTIBLE POWER SUPPLY, TOWER TYPE, 650VA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
81	8014.305-T5-019	VELLUM BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
82	8014.305-T5-099	VIDEO CONFERENCING CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
83	8014.305-T5-040	WATER DISPENSER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
84	8014.305-T5-106	WATER FILTER/PURIFIER FOR FAUCET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
85	8014.305-T5-013	WHITEBOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
86	8014.305-T5-100	WIFI EXTENDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
87	8014.305-T5-101	WIRELESS MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
88	8014.305-T5-102	WIRELESS PRESENTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)	
A. TOTAL	608,430.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	60,843.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	-
D. GRAND TOTAL (A + B + C)	669,273.00
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES	
<small>Consistent with Section 4.4 of Circular Letter No. 2011-6 and 2011-8, all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which are consumed and needed in their day-to-day operations. This shall be one of the bases for the PS-DBM in expanding the Electronic Catalogue to include other products commonly purchased by government entities.</small>	
A. TOTAL	-
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	-
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	-
D. GRAND TOTAL (A + B + C)	-
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	

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: 
KATHYSAIRE B. VERGOS
 Property/Supply Officer
 Date Prepared: 08-27-25

Certified Funds Available / Certified Appropriate Funds Available:

KRISTINE ANN C. AZUL / JYCE ANN E. AWITAN
 Accountant / Budget Officer

Approved by: 
MELCHISEDEK A. GUAN
 Head of Office/Agency