

**ANNUAL PROCUREMENT PLAN FOR 2017**  
**For Common-Use Supplies and Equipment**

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub-Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - Bukidnon, Puerto Princesa Palawan, Biliiran, Borongan, Misamis Occidental (Ororquieta) and Southern Leyte (Maasin) - **Region XIII**
  - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataman) - **Regions VI, VII, VIII, X, & XI**
  - Surigao Del Norte - **Surigao Del Norte**
  - Zamboanga Sibugay - **Zamboanga Sibugay**
  - Camiguin - **Camiguin**
- 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.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [philgeps.gov.ph](http://philgeps.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 email if the submission is incorrect.**
- 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.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - DBM Central Office- for entities in the Central Office
  - 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:
  - ps-app.nga@gmail.com- For central and regional offices of all national government agencies
  - ps-app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - ps-app.goc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - ps-app.deped@gmail.com- For primary and secondary schools
  - ps-app.lgu@gmail.com- For Local Government Units
- Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017-Name of Agency-Region (e.g. APP2017-PS-Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: National Labor Relations Commission  
 Region: Regional Arbitration Branch X  
 Address: Top Source Bldg., Kauswagan Highway  
 Cagayan de Oro City

Agency Account Code: \_\_\_\_\_

Contact Person: Norhaya Datu Colling  
 Position: Supply Officer I  
 Telephone/Mobile Nos: \_\_\_\_\_

Item & Specifications	Unit Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1 BATTERY, size AA, alkaline, 2 pieces per Distler pack	pack	1	1	1	3	1	1	1	1	1	3	1	1	1	1	1	1	3	12	17.42	209.04
5 FLUORESCENT LAMP, tubular, 36 watts	tube	1	1	1	3	1	1	1	1	1	3	1	1	1	1	1	1	3	12	36.30	435.60
7 TAPE, electrical	roll	1			1	1					1	1						1	4	18.20	72.80







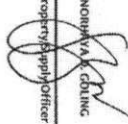



**ANNUAL PROCUREMENT PLAN FOR 2017  
For Common-Use Supplies and Equipment**


Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
<b>C TOTAL (A + B):</b>																				394,524.27
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																				29,452.43
<b>E. GRAND TOTAL (C + D)</b>																				323,976.70
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b> In Figures and Words:																				
<b>G. MONTHLY CASH REQUIREMENTS</b>																				
G.1 Available at Procurement Service Stores					#REQ													#REQ		0
G.2 Other Items not available at PS but regularly purchased from other sources					#REQ													#REQ		0
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					#REQ													#REQ		0

\* Other categories that are not indicated herein  
\*\* Prices are FOB Minalap/Agulade 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 for the year.

Prepared by:  
  
 NONI VALA GALANG  
 Property Supply Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:  
  
 SITTIE MYRTLE ARAGON  
 Accountant /  
 Local Budget Officer

Approved by:  
  
 RAMMECK C. TULAOG  
 Head of Office/Agency

Date Prepared: