

APP-CSE 2024 FORM - Other Items  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS**

**Introduction:**  
 This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

- Reminders:**
- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website ([www.ps-dbm.com.ph](http://www.ps-dbm.com.ph)).
  - 2.0 All information must be provided accurately.
  - 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will insert will not be accepted. Additional rows for other items may be inserted if necessary. <https://shorturl.at/hsz88> (Please copy the link and paste in your browser)
  - 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://shorturl.at/hsz88> (Please copy the link and paste in your browser)
  - 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [appcse.helpdesk@ps-dbm.com.ph](mailto:appcse.helpdesk@ps-dbm.com.ph), or visit the PS-DBM website ([www.ps-dbm.com.ph](http://www.ps-dbm.com.ph)) for the guide on how to fill-out the APP-CSE Form.

**Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.**

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION  
 Region: REGIONAL ADMINISTRATIVE DIVISION NO. 10 - BALABAC  
 Address: James J. Edil, Corporate Center, Unit 202, 4th Cornerstone Road, Alabang, Muntinlupa, Metro Manila, Philippines

Agency Code/UACS: \_\_\_\_\_  
 Organization Type: Government Agency

Contact Person: TERESITA ESTHER A. CANTO  
 Position: ADMINISTRATIVE OFFICER V  
 E-mail: \_\_\_\_\_  
 Telephone/Mobile No.: 034 707 1380 / 092 992 1626

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
16							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
17							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
18							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
19							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
20							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
21							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
22							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
23							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
24							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
25							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
26							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
27							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
28							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
29							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
30							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
31							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
32							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
33							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
34							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
35							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00



No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec				Q4	Q4 AVERAGE
26							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
27							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
28							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
29							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
30							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
31							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
32							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
33							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
34							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
35							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
36							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
37							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
38							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
39							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
40							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
41							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
42							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
43							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
44							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
45							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
46							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
47							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
48							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
49							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
50							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
51							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
52							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
53							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
54							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
55							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
56							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
57							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
58							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
59							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
60							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
61							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
62							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
63							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
64							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
65							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
66							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
67							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
68							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
69							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
70							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
71							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
72							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
73							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
74							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
75							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
76							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
77							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
78							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
79							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
80							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
81							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
82							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT							
83							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
84							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
85							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
86							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
87							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
88							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
89							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
90							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
91							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
92							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
93							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
94							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
95							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
96							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
97							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
98							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
99							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
100							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

<b>A. TOTAL</b>		
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>		
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>		
<b>D. GRAND TOTAL (A + B + C)</b>		
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> 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:

TERESITA ESTHER A. CANTO - ADMINISTRATIVE OFFICER V  
Property/Supply Officer

Date Prepared:

9/21/22

Certified Funds Available / Certified Appropriate Funds Available:

JOYCE ANNE D. ADORIO  
Accountant / Budget Officer

Approved by:

EXEC. LABOR ARBITER JESSIE B. SULLANO  
Head of Office/ Agency