

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 July 2022)	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			
		VARIOUS TONER AND INK FOR PRINTERS	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	300,000.00	300,000.00
		LASER TONER 37A CART	cart				0	0.00			10	10	#####				0	0.00				0	0.00	10	15,000.00	150,000.00
		USB FLASH DRIVE (16GB)	pc				0	0.00			385	385	#####				0	0.00				0	0.00	385	700.00	269,500.00
		INK FOR PRINTER GI-790 BK BOTTLE	btl.				0	0.00			50	50	37,500.00				0	0.00				0	0.00	50	750.00	37,500.00
		INK FOR PRINTER GI-790 C BOTTLE	btl.				0	0.00			40	40	30,000.00				0	0.00				0	0.00	40	750.00	30,000.00
		INK FOR PRINTER GI-790 M BOTTLE	btl.				0	0.00			40	40	30,000.00				0	0.00				0	0.00	40	750.00	30,000.00
		INK FOR PRINTER GI-790 Y BOTTLE	btl.				0	0.00			40	40	30,000.00				0	0.00				0	0.00	40	750.00	30,000.00
		INK BK-001 (BLACK) BOTTLE	btl.				0	0.00			200	200	#####				0	0.00				0	0.00	200	800.00	160,000.00
		INK Y-001 (YELLOW) BOTTLE	btl.				0	0.00			200	200	#####				0	0.00				0	0.00	200	800.00	160,000.00
		INK C-001 (CYAN) BOTTLE	btl.				0	0.00			200	200	#####				0	0.00				0	0.00	200	800.00	160,000.00
		INK M-001 (MAGENTA) BOTTLE	btl.				0	0.00			200	200	#####				0	0.00				0	0.00	200	800.00	160,000.00
		CD REWRITABLE	pc				0	0.00			100	100	6,000.00				0	0.00				0	0.00	100	60.00	6,000.00
		COURIER SERVICES	ls				0	0.00			1	1	85,000.00				0	0.00				0	0.00	1	85,000.00	85,000.00
		OFFICIAL RECEIPT (BOOKLET)	booklet				0	0.00			200	200	30,000.00				0	0.00				0	0.00	200	150.00	30,000.00
		POST OFFICE STAMPS					0	0.00			1	1	3,000.00				0	0.00				0	0.00	1	3,000.00	3,000.00
		SECURITY GUARDS FROM PRIVATE AGENCY FOR C.Y 2023	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	3,000,000.00	3,000,000.00
		GENERAL FORM NO. 103 (CASH BOOK OF REGISTERED ACCOUNTABLE OFFICER)pc	pc				0	0.00			50	50	#####				0	0.00				0	0.00	50	1,000,000.00	50,000,000.00
		OFFICIAL RECEIPT (Accountable Form No. 51C)	pc				0	0.00			200	200	60,000.00				0	0.00				0	0.00	200	300.00	60,000.00
		MDS CHECK BOOK	booklet				0	0.00			100	100	50,000.00				0	0.00				0	0.00	100	500.00	50,000.00
		MAINTENANCE OF BUILDING, OFFICE EQUIPMENT AND OTHER SERVICES	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	800,000.00	800,000.00
		MISCELLANEOUS AND OTHER OPERATING EXPENSES	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	300,000.00	300,000.00
		MATERIALS (CLEANING MATERIALS, HARDWARES,TOOLS,PLUMBING & ELECTRICALS	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	500,000.00	500,000.00
		REPAIR OF XEROX MACHINES	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	100,000.00	100,000.00
		PERSONAL PROTECTIVE EQUIPMENT, DECONTAMINATION/SANITATION AND OTHER CONSUMABLE SUPPLIES FOR COVID 19 PANDEMIC	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	800,000.00	800,000.00
		VARIOUS OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	800,000.00	800,000.00
		REPAIR OF IT EQUIPMENT	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	200,000.00	200,000.00
		WINDOW BLINDS	ls				0	0.00			1	1	#####				0	0.00				0	0.00	1	800,000.00	800,000.00
		FIRE EXTINGUISHER (20 LBS.REFILL)	tank				0	0.00			30	30	36,000.00				0	0.00				0	0.00	30	1,200.00	36,000.00
		BIKE WITH SIDE CAR	unit				0	0.00			1	1	30,000.00				0	0.00				0	0.00	1	30,000.00	30,000.00
		SERVICE VEHICLE (MULTI PURPOSE VAN)	unit				0	0.00			1	1	#####				0	0.00				0	0.00	1	2,500,000.00	2,500,000.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of July 2022)	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	
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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	
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00		
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00		
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00		
						0	0.00				0	0.00				0	0.00				0	0.00	0	1.00	0.00		
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00		
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00		
						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00		
A. TOTAL																						P	143,461,689.54				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	14,346,168.95				
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P	-				
D. GRAND TOTAL (A + B + C)																						P	157,807,858.49				
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:

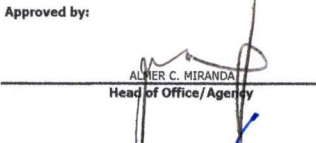

TERESA D. LLANAG
Property/Supply Officer

Date Prepared: September 27, 2022

Certified Funds Available / Certified Appropriate Funds Available:


MA. LIZA F. ALMARIO
Accountant / Budget Officer

Approved by:


ALMER C. MIRANDA
Head of Office/Agency