

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Philippine Atmospheric, Geophysical and Astronomical Services Administration
(PAGASA)

*Annual Procurement Plan
for Common-Use Supplies & Equipment*

APP-CSE 2025

MPRSD

APP-CSE 2025 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 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 (mPhIGEPS) 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:

- 1.0 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 mPhIGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeq0>. Instructions on how to fill-out is included in the reminders of the form.
- 6.0 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 mPhIGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhIGEPS 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.
- 8.0 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 appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: DOBT/PAGASA
Region: X-MISAMIS ORIENTAL
Address: PAGASA Molugn, El Salvador
Misamis Oriental

Agency Code/UA/C: Q14
Organization Type: National Government Agency

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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					
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191801-AL-E04	ALCOHOL, Ethyl, 500 mL	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	50.43	0.00
2	12191801-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	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	357.09	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-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	35.16	0.00
4	60121413-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	36.36	0.00
5	60121534-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	8.26	0.00
6	60121524-SP-G01	SIGN PEN, Extra 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	22.20	0.00
7	60121524-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	44.72	0.00
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	250	0	0	250	14,300.00	0	0	0	0	0.00	150	0	0	150	8,580.00	0	0	0	0	0.00	400	57.20	22,880.00
9	60121524-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	22.20	0.00
10	60121524-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	44.72	0.00
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	250	0	0	250	14,300.00	0	0	0	0	0.00	150	0	0	150	8,580.00	0	0	0	0	0.00	400	57.20	22,880.00
12	60121524-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	22.20	0.00
13	60121524-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	45.76	0.00
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	250	0	0	250	14,300.00	0	0	0	0	0.00	150	0	0	150	8,580.00	0	0	0	0	0.00	400	57.20	22,880.00
15	60121124-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	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	45121517-DO-C03	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	23,623.60	0.00
17	45111609-MH-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	16,588.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	200	0	0	200	4,098.00	0	0	0	0	0.00	100	0	0	100	2,049.00	0	0	0	0	0.00	300	20.49	6,147.00
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	150	0	0	150	2,751.00	0	0	0	0	0.00	50	0	0	50	917.00	0	0	0	0	0.00	200	18.34	3,668.00
CLEANING EQUIPMENT AND SUPPLIES																										
20	47131812-AF-A01	AIR FRESHENER	can	100	0	0	100	8,731.00	0	0	0	0	0.00	100	0	0	100	8,731.00	0	0	0	0	0.00	200	87.31	17,462.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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				
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	30	0	0	30	3,744.00	0	0	0	0	0.00	30	0	0	30	3,744.00	0	0	0	0	0.00	60	124.80	7,488.00	
22	47131604-BR-T01	BROOM (Walis Ting-ling)	piece	30	0	0	30	780.00	0	0	0	0	0.00	30	0	0	30	780.00	0	0	0	0	0.00	60	26.00	1,560.00	
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	100	0	0	100	4,160.00	0	0	0	0	0.00	50	0	0	50	2,080.00	0	0	0	0	0.00	150	41.60	6,240.00	
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	100	0	0	100	2,392.00	0	0	0	0	0.00	50	0	0	50	1,196.00	0	0	0	0	0.00	150	23.92	3,588.00	
25	47131811-DE-802	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	9.34	0.00	
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	150	0	0	150	8,112.00	0	0	0	0	0.00	50	0	0	50	2,704.00	0	0	0	0	0.00	200	54.08	10,816.00	
27	47131803-DS-A01	DISINFECTANT SPRAY	can	150	0	0	150	20,983.50	0	0	0	0	0.00	50	0	0	50	6,994.50	0	0	0	0	0.00	200	139.89	27,978.00	
28	47131601-DU-P01	DUST PAN	piece	10	0	0	10	468.00	0	0	0	0	0.00	10	0	0	10	468.00	0	0	0	0	0.00	40	46.80	936.00	
29	47131802-FW-P03	FLOOR WAX, paste type, red	can	20	0	0	20	6,195.20	0	0	0	0	0.00	20	0	0	20	6,195.20	0	0	0	0	0.00	40	309.76	12,390.40	
30	47131830-FC-A01	FURNITURE CLEANER	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	141.39	0.00	
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	150	0	0	150	6,442.50	0	0	0	0	0.00	50	0	0	50	2,147.50	0	0	0	0	0.00	200	42.95	8,590.00	
32	47121804-MP-B01	MOP BUCKET	unit	10	0	0	10	22,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	2,288.00	22,880.00	
33	47131501-RG-C01	RAGS	kilo	150	0	0	150	10,420.50	0	0	0	0	0.00	150	0	0	150	10,420.50	0	0	0	0	0.00	300	69.47	20,841.00	
34	47131602-SC-N01	SCOURING PAD	pack	50	0	0	50	4,281.50	0	0	0	0	0.00	50	0	0	50	4,281.50	0	0	0	0	0.00	100	85.63	8,563.00	
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	150	0	0	150	19,500.00	0	0	0	0	0.00	150	0	0	150	19,500.00	0	0	0	0	0.00	300	130.00	39,000.00	
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	150	0	0	150	8,892.00	0	0	0	0	0.00	150	0	0	150	8,892.00	0	0	0	0	0.00	300	59.28	17,784.00	
37	47121701-TB-P06	TRASHBAG, XL size	roll/pack	150	0	0	150	13,884.00	0	0	0	0	0.00	150	0	0	150	13,884.00	0	0	0	0	0.00	300	92.56	27,768.00	
38	47121702-WB-P01	WASTEBASKET	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	43.68	0.00	
COLOR COMPOUNDS AND DISPERSIONS																											
39	12171703-SI-P01	INK, for stamp pad	bottle	30	0	0	30	863.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	28.79	863.70	
CONSUMER ELECTRONICS																											
40	52161535-DV-R02	DIGITAL VOICE RECORDER	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	7,339.16	0.00	
FILMS																											
41	13111203-AC-P01	ACETATE	roll	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	1,243.84	0.00	
42	13111201-CF-P02	CARBON FILM, Legal size	box	2	0	0	2	703.66	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	351.83	703.66	
FIRE FIGHTING EQUIPMENT																											
43	46191601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	10	0	0	10	11,440.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,144.00	11,440.00	
FLAG OR ACCESSORIES																											
44	55121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	100	0	0	100	28,484.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	284.84	28,484.00	
FURNITURE AND FURNISHINGS																											
45	56101504-CN-B01	MONOBLOC CHAIR, beige	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	341.12	0.00	
46	56101504-CN-W01	MONOBLOC CHAIR, white	piece	100	0	0	100	34,112.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	341.12	34,112.00	
HEATING AND VENTILATION AND AIR CIRCULATION																											
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	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	1,222.00	0.00	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	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	1,109.68	0.00	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	15	0	0	15	23,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	1,560.00	23,400.00	
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	8	0	0	8	7,213.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	901.68	7,213.44	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
51	43211507-DSK003	DESKTOP, for Basic Users	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	24,793.60	0.00	
52	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	16	0	0	16	678,246.40	0	0	0	0	0.00	4	0	0	4	169,561.60	0	0	0	0	0.00	20	42,390.40	847,808.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	5	0	0	5	15,074.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	3,014.96	15,074.80	
54	43202010-FD-U04	FLASH DRIVE	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	152.74	0.00	
55	43211503-LAP004	LAPTOP COMPUTER, for Mid-range Users	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	42,380.00	0.00	
56	43211503-LAP003	LAPTOP COMPUTER, Lightweight	unit	12	0	0	12	561,600.00	0	0	0	0	0.00	3	0	0	3	140,400.00	0	0	0	0	0.00	15	46,800.00	702,000.00	
57	43211708-MD-C02	COMPUTER MOUSE, Wireless	unit	10	0	0	10	1,619.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	161.92	1,619.20	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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				
58	43212105-PR-L01	PRINTER, Laser, Monochrome	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	2,636.89	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																											
59	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	100	0	0	100	7,561.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	75.61	7,561.00	
60	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	100	0	0	100	20,582.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	205.82	20,582.00	
MANUFACTURING COMPONENTS AND SUPPLIES																											
61	31201610-GL-X02	GLUE, all-purpose	bottle	40	0	0	40	2,485.60	0	0	0	0	0.00	40	0	0	40	2,485.60	0	0	0	0	0.00	80	62.14	4,971.20	
62	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	50	0	0	50	1,820.00	0	0	0	0	0.00	50	0	0	50	1,820.00	0	0	0	0	0.00	100	36.40	3,640.00	
63	31151804-SW-S01	STAPLE WIRE, standard	box	50	0	0	50	1,188.00	0	0	0	0	0.00	50	0	0	50	1,188.00	0	0	0	0	0.00	100	23.76	2,376.00	
64	31201502-TA-E02	TAPE, electrical	roll	50	0	0	50	972.50	0	0	0	0	0.00	50	0	0	50	972.50	0	0	0	0	0.00	100	19.45	1,945.00	
65	31201503-TA-M01	TAPE, masking, 24mm	roll	60	0	0	60	3,340.80	0	0	0	0	0.00	60	0	0	60	3,340.80	0	0	0	0	0.00	120	55.68	6,681.60	
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	60	0	0	60	7,269.60	0	0	0	0	0.00	60	0	0	60	7,269.60	0	0	0	0	0.00	120	121.16	14,539.20	
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	60	0	0	60	1,341.60	0	0	0	0	0.00	60	0	0	60	1,341.60	0	0	0	0	0.00	120	22.36	2,683.20	
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	71	0	0	71	1,255.28	0	0	0	0	0.00	71	0	0	71	1,255.28	0	0	0	0	0.00	142	17.68	2,510.56	
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	60	0	0	60	1,354.20	0	0	0	0	0.00	60	0	0	60	1,354.20	0	0	0	0	0.00	120	22.57	2,708.40	
70	31151507-TW-P01	TWINE, plastic	roll	20	0	0	20	1,332.40	0	0	0	0	0.00	20	0	0	20	1,332.40	0	0	0	0	0.00	40	66.62	2,664.80	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
71	4111604-RU-P02	RULER, plastic, 450mm	piece	30	0	0	30	597.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	19.93	597.90	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	60	0	0	60	982.20	0	0	0	0	0.00	60	0	0	60	982.20	0	0	0	0	0.00	120	16.37	1,964.40	
73	44101602-PB-M01	BINDING AND PUNCHING MACHINE	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	9,534.72	0.00	
74	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	bundle	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	259.89	0.00	
75	44101807-CA-C01	CALCULATOR, Compact	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	235.77	0.00	
76	44121710-CH-W01	CHALK, white enamel	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	32.97	0.00	
77	44122105-BF-C01	CLIP, backfold, 19mm	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	9.36	0.00	
78	44122105-BF-C02	CLIP, backfold, 25mm	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	15.60	0.00	
79	44122105-BF-C03	CLIP, backfold, 32mm	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	33.28	0.00	
80	44122105-BF-C04	CLIP, backfold, 50mm	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	60.32	0.00	
81	44121801-CT-R02	CORRECTION TAPE	piece	160	0	0	160	2,160.00	0	0	0	0	0.00	160	0	0	160	2,160.00	0	0	0	0	0.00	320	13.50	4,320.00	
82	44121612-CJ-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	50	0	0	50	1,586.00	0	0	0	0	0.00	50	0	0	50	1,586.00	0	0	0	0	0.00	100	31.72	3,172.00	
83	44111515-DF-B01	DATA FILE BOX	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	145.89	0.00	
84	44122011-DF-F01	DATA FOLDER	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	83.01	0.00	
85	44103202-DS-M01	DATER STAMP	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	434.95	0.00	
86	44121506-EH-D01	ENVELOPE, Documentary, A4	box	40	0	0	40	33,196.60	0	0	0	0	0.00	30	0	0	30	24,897.60	0	0	0	0	0.00	70	829.92	58,094.40	
87	44121506-EH-D02	ENVELOPE, Documentary, legal	box	40	0	0	40	42,303.20	0	0	0	0	0.00	30	0	0	30	31,727.40	0	0	0	0	0.00	70	1,057.58	74,030.60	
88	44121506-EH-X01	ENVELOPE, Expanding, Kraft	box	50	0	0	50	46,997.50	0	0	0	0	0.00	30	0	0	30	26,198.50	0	0	0	0	0.00	80	939.95	75,196.00	
89	44121506-EH-X02	ENVELOPE, Expanding, Plastic	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	30.49	0.00	
90	44121506-EH-M02	ENVELOPE, Mailing	box	5	0	0	5	2,162.60	0	0	0	0	0.00	5	0	0	5	2,162.60	0	0	0	0	0.00	10	432.52	4,325.20	
91	44121504-EH-W02	ENVELOPE, Mailing, with window	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	512.72	0.00	
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	10	0	0	10	144.80	0	0	0	0	0.00	10	0	0	10	144.80	0	0	0	0	0.00	20	14.48	289.60	
93	44122118-FA-P01	FASTENER	box	10	0	0	10	946.40	0	0	0	0	0.00	10	0	0	10	946.40	0	0	0	0	0.00	20	94.64	1,892.80	
94	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	100	0	0	100	9,020.00	0	0	0	0	0.00	100	0	0	100	9,020.00	0	0	0	0	0.00	200	90.20	18,040.00	
95	44122018-FT-D01	FILE TAB DIVIDER, A4	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	11.13	0.00	
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	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	14.23	0.00	
97	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	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	270.40	0.00	
98	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	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	291.20	0.00	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	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	
39	44103105-HX-B48	INK CARTRIDGE, HP L0572AA (HP955XL), Black Original	cart	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	1,817.92	0.00
40	44103105-HP-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	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	468.00	0.00
41	44103105-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	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	468.00	0.00
42	44103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	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	468.00	0.00
43	44103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	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	774.80	0.00
44	44103112-EP-R05	RIBBON CARTRIDGE, EPSON C135015516 (#8750), Black	cart	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	77.43	0.00
45	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C135015632, Black	cart	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	77.94	0.00
46	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C135015531 (S015086)	cart	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	818.48	0.00
47	44103103-BR-809	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	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	3,567.20	0.00
48	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	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	5,002.40	0.00
49	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	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	5,575.44	0.00
50	44103103-BR-B18	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	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	4,564.56	0.00
51	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	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	7,716.80	0.00
52	44103103-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	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	7,716.80	0.00
53	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	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	7,716.80	0.00
54	44103103-CA-800	TONER CARTRIDGE, CANON CRG-324 II	cart	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	13,399.36	0.00
55	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	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	3,439.28	0.00
56	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	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	7,705.36	0.00
57	44103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	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	4,152.72	0.00
58	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	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	3,594.40	0.00
59	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	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	2,608.32	0.00
60	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	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	2,897.44	0.00
61	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	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	2,897.44	0.00
62	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	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	2,897.44	0.00
63	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	cart	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	4,495.92	0.00
64	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	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	3,194.88	0.00
65	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	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	5,822.96	0.00
66	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	cart	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	6,658.00	0.00
67	44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black	cart	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	3,367.52	0.00
68	44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), Black	cart	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	10,808.56	0.00
69	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, Black LaserJet	cart	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	2,856.88	0.00
70	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	cart	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	2,943.20	0.00
71	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow LaserJet	cart	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	2,943.20	0.00
72	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	cart	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	2,943.20	0.00
73	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	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	7,803.12	0.00
74	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	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	9,783.28	0.00
75	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	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	9,783.28	0.00
76	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	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	9,783.28	0.00
77	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	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	3,439.28	0.00
78	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	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	4,063.28	0.00
79	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	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	4,063.28	0.00
80	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	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	4,063.28	0.00
81	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	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	4,328.48	0.00
82	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	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	5,592.08	0.00
83	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	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	5,592.08	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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					
25	80141505-TS-025	DOOR MAT	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	0.00
26	80141505-TS-026	GLUE STICK (PASTE)	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	0.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	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	0.00
28	80141505-TS-028	DEODORANT CAKE	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	0.00
29	80141505-TS-029	DISPOSABLE GLOVES	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	0.00
30	80141505-TS-030	OFFICE CHAIR	piece	6	0	0	6	48,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	8,000.00	48,000.00
31	80141505-TS-031	MANILA 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	14,000.00	0.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	4	0	0	4	56,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	14,000.00	56,000.00
33	80141505-TS-033	PADLOCK	piece	10	0	0	10	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	6,000.00	60,000.00
34	80141505-TS-034	MOBILE PHONE	unit	4	0	0	4	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	10,000.00	40,000.00
35	80141505-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	0.00	0	0	0	0	0.00	2	0.00	0.00
36	80141505-TS-036	AMPLIFIER	unit	1	0	0	1	14,990.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	14,990.00	14,990.00
37	80141505-TS-037	STORAGE BOX	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	0.00
38	80141505-TS-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	0.00
39	80141505-TS-039	DOCUMENT SCANNER	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	0.00
40	80141505-TS-040	WATER DISPENSER	unit	4	0	0	4	40,000.00	0	0	0	0	0.00	4	0	0	4	40,000.00	0	0	0	0	0.00	8	10,000.00	80,000.00
41	80141505-TS-041	PARACETAMOL	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	10,000.00	0.00
42	80141505-TS-042	GLUE GUN	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	0.00
43	80141505-TS-043	INKJET PRINTER	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	0.00
44	80141505-TS-044	SPEAKERS	unit	4	0	0	4	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	10,000.00	40,000.00
45	80141505-TS-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	0.00
46	80141505-TS-046	KEYBOARD	unit	20	0	0	20	9,000.00	0	0	0	0	0.00	10	0	0	10	4,500.00	0	0	0	0	0.00	30	450.00	13,500.00
47	80141505-TS-047	DSLR 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	0.00
48	80141505-TS-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	0.00
49	80141505-TS-049	LAMINATING MACHINE	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	0.00
50	80141505-TS-050	FUEL FILTERS	piece	10	0	0	10	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	800.00	8,000.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	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	0.00
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	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	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	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	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	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	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	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	0.00
48	80141505-TS-056	PASSENGER VAN	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	0.00
49	80141505-TS-057	VAN	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	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	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	0.00
51	80141505-TS-059	PICK-UP TRUCK	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	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	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	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	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	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	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	0.00
51	80141505-TS-063	MOTORCYCLE	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	0.00
52	80141505-TS-064	BUS	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	0.00
53	80141505-TS-065	MINI BUS	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	0.00

A. TOTAL		P	3,934,362.94
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	393,436.29

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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			
		C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						
D. GRAND TOTAL (A + B+ C)																						P		4,327,799.23
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:


 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 Accountant / Budget Officer

Approved by:

 Dr. NATHANIEL T. SERVANDO, Ph.D.
 Administrator
 Head of Office/Agency

Date Prepared: _____