

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 (mPhilGEPs) 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 mPhilGEPs 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/adeqQ>. 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 mPhilGEPs 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 mPhilGEPs 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.

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

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY
Region: 11
Address: KANTO MOTORS BLDG., QUIMPO ECCLAND, DAVAO CITY

Agency Code/UACS: [REDACTED]
Organization Type: NGA

Contact Person: Editha T. Isidro
Position: Supply Officer
E-mail: editha.isidro@pia.gov.ph
Telephone/Mobile Nos: 082-297-0952

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)																										
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	2	2	2	6	2,142.54	2	2	2	6	2,142.54	2	2	2	6	2,142.54	2	2	2	6	2,142.54	24	357.09	8,570.16
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	10	0	10	20	444.00	10	0	10	20	444.00	10	0	10	20	444.00	10	0	10	20	444.00	80	22.20	1,776.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	10	0	10	447.20	0	10	0	10	447.20	0	10	0	10	447.20	0	10	0	10	447.20	40	44.72	1,788.80
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	5	0	0	5	228.80	0	0	0	0	0.00	5	0	0	5	228.80	0	0	0	0	0.00	10	45.76	457.60
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	0	5	0	5	102.45	5	0	5	10	204.90	5	0	5	10	204.90	5	0	5	10	204.90	35	20.49	717.15
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	12	0	12	220.08	8	0	8	16	293.44	8	0	8	16	5.00	8	0	8	16	293.44	60	18.34	1,100.40
20	47131812-AF-A01	AIR FRESHENER	can	0	4	0	4	349.24	0	3	0	3	261.93	0	3	0	3	261.93	0	3	0	3	261.93	13	87.31	1,135.03
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	0	1	0	1	124.80	0	2	0	2	249.60	0	2	0	2	249.60	0	2	2	4	499.20	9	124.80	1,123.20
22	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	0	1	0	1	26.00	0	1	0	1	26.00	0	1	0	1	26.00	0	1	0	1	26.00	4	26.00	104.00
25	47131811-DE-002	DETERGENT BAR	piece	12	12	12	36	336.24	12	12	12	36	336.24	12	12	12	36	336.24	12	12	12	36	336.24	144	9.34	1,344.96
26	47131811-DE-002	DETERGENT POWDER, all purpose	pouch	2	2	2	6	324.48	2	2	2	6	324.48	2	2	2	6	324.48	2	2	2	6	324.48	24	54.08	1,297.92
27	47131803-DS-A01	DISINFECTANT SPRAY	can	2	2	2	6	839.34	2	2	2	6	839.34	2	2	2	6	839.34	4	4	4	12	1,678.68	30	139.89	4,196.70
28	47131601-DU-P01	DUST PAN	piece	2	0	0	2	93.60	0	0	0	0	0.00	2	0	0	2	93.60	0	0	0	0	0.00	4	46.80	187.20
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	2	2	2	6	257.70	2	2	2	6	257.70	2	2	2	6	257.70	2	2	2	6	257.70	24	42.95	1,030.80
32	47121804-MP-B01	MOP BUCKET	unit	0	1	0	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,288.00	2,288.00
33	47131501-RG-C01	RAGS	kilo	0	2	0	2	138.94	0	0	0	0	0.00	0	2	0	2	138.94	0	0	0	0	0.00	4	69.47	277.88
34	47131602-SC-W01	SCOURING PAD	pack	3	0	0	3	256.89	0	0	0	0	0.00	0	0	3	3	256.89	0	0	0	0	0.00	6	85.63	513.78
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	3	3	3	9	1,170.00	3	3	3	9	1,170.00	3	3	3	9	1,170.00	2	2	2	6	780.00	33	130.00	4,290.00
38	47121702-WB-P01	WASTEBASKET	piece	0	0	2	2	87.36	0	0	0	0	0.00	0	0	2	2	87.36	0	0	0	0	0.00	4	43.68	174.72
39	12171703-SI-P01	INK, for stamp pad	bottle	0	2	0	2	57.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	28.79	57.58
42	13111201-CF-P02	CARBON FILM, Legal size	box	0	2	0	2	703.66	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	703.66	4	351.83	1,407.32
43	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	3	3	3,432.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,144.00	3,432.00
44	55121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	2	0	0	2	569.68	0	0	0	0	0.00	0	0	0	0	0.00	2	284.84	569.68
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	1	0	0	1	1,560.00	0	0	0	0	0.00	1	0	0	1	1,560.00	2	1,560.00	3,120.00
51	43211507-DSK003	DESKTOP, for Basic Users	unit	0	0	1	1	24,793.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	24,793.60	24,793.60
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	2	0	2	6,029.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	3,014.96	6,029.92
54	43202010-FD-L04	FLASH DRIVE	piece	0	5	0	5	763.70	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	763.70	10	152.74	1,527.40

57	43211708-MO-002	COMPUTER MOUSE, Wireless	unit	0	4	0	4	647.68	0	0	0	0	0.00	0	0	0	0	0.00	0	4	0	4	647.68	8	161.92	1,295.36
60	39101628-LT-101	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 warts	piece	3	0	0	3	617.46	3	0	0	3	617.46	3	0	0	3	617.46	3	0	0	3	617.46	12	205.82	2,469.84
61	31201510-GL-302	GLUE, all-purpose	bottle	6	0	0	6	372.84	0	0	0	0	0.00	6	0	0	6	372.84	0	0	0	0	0.00	12	62.14	745.68
62	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	0	0	0.00	5	0	0	5	182.00	0	0	0	0	0.00	5	0	0	5	182.00	10	36.40	364.00
63	31151804-SW-S01	STAPLE WIRE, standard	box	6	0	0	6	142.56	6	0	0	6	142.56	6	0	0	6	142.56	6	0	0	6	142.56	24	23.76	576.24
64	31201502-TA-EO2	TAPE, electrical	roll	0	3	0	3	58.35	0	0	0	0	0.00	0	3	0	3	58.35	0	0	0	0	0.00	6	19.45	116.70
65	31201503-TA-M01	TAPE, masking, 24mm	roll	0	0	10	10	556.80	0	0	0	0	0.00	10	0	0	10	556.80	0	0	0	0	0.00	20	55.68	1,113.60
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	0	3	3	363.48	0	0	0	0	0.00	5	0	0	5	605.80	0	0	0	0	0.00	8	121.16	969.28
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	5	0	0	5	111.80	0	0	0	0	0.00	5	0	0	5	111.80	0	0	0	0	0.00	10	22.36	223.60
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	12	12	212.16	0	0	0	0	0.00	12	0	0	12	212.16	0	0	0	0	0.00	24	17.68	424.32
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	5	5	112.85	0	0	0	0	0.00	5	0	0	5	112.85	0	0	0	0	0.00	10	22.57	225.70
70	31151507-TW-P01	TWINE, plastic	roll	2	0	0	2	133.24	0	0	0	0	0.00	2	0	0	2	133.24	0	0	0	0	0.00	4	66.62	266.48
72	44121512-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	1	1	16.37	0	1	0	1	16.37	0	0	1	1	16.37	0	0	0	0	0.00	3	16.37	49.11
75	44101807-CA-CD1	CALCULATOR, Compact	unit	0	0	2	2	471.54	0	0	0	0	0.00	0	0	2	2	471.54	0	0	0	0	0.00	4	235.77	943.08
77	44122103-BF-C01	CLIP, backfold, 19mm	box	0	6	0	6	56.16	0	0	0	0	0.00	0	6	0	6	56.16	0	0	0	0	0.00	12	9.36	112.32
78	44122103-BF-C02	CLIP, backfold, 25mm	box	0	6	0	6	93.60	0	0	0	0	0.00	0	6	0	6	93.60	0	0	0	0	0.00	12	15.60	187.20
79	44122103-BF-C03	CLIP, backfold, 32mm	box	0	6	0	6	199.68	0	0	0	0	0.00	0	6	0	6	199.68	0	0	0	0	0.00	12	33.28	399.36
80	44122103-BF-C04	CLIP, backfold, 50mm	box	0	6	0	6	361.92	0	0	0	0	0.00	0	6	0	6	361.92	0	0	0	0	0.00	12	60.32	723.84
81	44121801-CT-R02	CORRECTION TAPE	piece	0	12	0	12	162.00	0	0	0	0	0.00	12	0	0	12	162.00	0	0	0	0	0.00	24	13.50	324.00
82	44121512-CJ-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	3	3	95.16	0	0	0	0	0.00	0	0	3	3	95.16	0	0	0	0	0.00	6	31.72	190.32
83	44111515-DF-001	DATA FILE BOX	piece	0	0	15	15	2,188.35	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	145.89	2,188.35
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	1	0	0	1	829.92	0	0	0	0	0.00	0	0	0	0	0.00	1	829.92	829.92
87	44121506-EN-D02	ENVELOPE, Documentary, legal	box	0	0	0	0	0.00	1	0	0	1	1,057.58	0	0	0	0	0.00	0	0	0	0	0.00	1	1,057.58	1,057.58
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	0	0	0	0	0.00	1	0	0	1	939.95	0	0	0	0	0.00	0	0	0	0	0.00	1	939.95	939.95
93	44122118-FA-P01	FASTENER	box	0	0	5	5	473.20	0	0	5	5	473.20	0	0	5	5	473.20	0	0	5	5	473.20	20	94.64	1,892.80
95	44122018-FT-D01	FILE TAB DIVIDER, A4	set	0	5	0	5	55.65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	11.13	55.65
97	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	0	0	1	1	270.40	0	0	0	0	0.00	1	0	0	1	270.40	0	0	0	0	0.00	2	270.40	540.80
98	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	0	1	1	291.20	0	0	0	0	0.00	1	0	0	1	291.20	0	0	0	0	0.00	2	291.20	582.40
103	44122011-FO-T02	FOLDER with tab, Legal	pack	0	0	1	1	413.92	0	0	0	0	0.00	1	0	0	1	413.92	0	0	0	0	0.00	2	413.92	827.84
106	44121708-MP-B01	MARKER, Permanent, Black	piece	0	5	0	5	41.35	0	0	0	0	0.00	0	5	0	5	41.35	0	0	0	0	0.00	10	8.27	82.70
107	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	5	0	5	41.35	0	0	0	0	0.00	0	5	0	5	41.35	0	0	0	0	0.00	10	8.27	82.70
108	44121708-MP-B03	MARKER, Permanent, Red	piece	0	2	0	2	16.54	0	0	0	0	0.00	0	2	0	2	16.54	0	0	0	0	0.00	4	8.27	33.08
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	5	0	5	48.25	0	0	0	0	0.00	0	5	0	5	48.25	0	0	0	0	0.00	10	9.65	96.50
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	5	0	5	48.25	0	0	0	0	0.00	0	5	0	5	48.25	0	0	0	0	0.00	10	9.65	96.50
111	44121708-MW-B03	MARKER, Whiteboard, Red	piece	0	2	0	2	19.30	0	0	0	0	0.00	0	2	0	2	19.30	0	0	0	0	0.00	4	9.65	38.60
112	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33 mm	box	0	5	0	5	44.10	0	0	0	0	0.00	0	5	0	5	44.10	0	0	0	0	0.00	10	8.82	88.20
113	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	0	5	0	5	97.30	0	0	0	0	0.00	0	5	0	5	97.30	0	0	0	0	0.00	10	19.46	194.60
118	44101802-PJ-P01	PUNCHER, paper, heavy duty	piece	0	0	2	2	307.84	0	0	0	0	0.00	2	0	0	2	307.84	0	0	0	0	0.00	4	153.92	615.68
120	44121905-SP-F01	STAMP PAD, felt	piece	0	0	2	2	79.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	39.92	79.84
121	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	0	3	0	3	196.56	0	0	0	0	0.00	0	3	0	3	196.56	0	0	0	0	0.00	6	65.52	393.12
122	44121615-ST-S01	STAPLER, standard type	piece	0	3	0	3	592.80	0	0	0	0	0.00	0	3	0	3	592.80	0	0	0	0	0.00	6	197.60	1,185.60
125	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	2	0	2	155.16	0	0	0	0	0.00	2	0	0	2	155.16	0	0	0	0	0.00	4	77.58	310.32
129	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	0	0	6	6	222.36	0	0	0	0	0.00	0	0	6	6	222.36	0	0	0	0	0.00	12	37.06	444.72
131	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	0	0	6	6	312.00	0	0	0	0	0.00	0	0	6	6	312.00	0	0	0	0	0.00	12	52.00	624.00
132	14111514-NB-S02	STENO NOTEBOOK	piece	12	0	0	12	168.48	0	0	0	0	0.00	12	0	0	12	168.48	0	0	0	0	0.00	24	14.04	336.96
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	3	3	3	9	1,924.20	3	3	3	9	1,924.20	3	3	3	9	1,924.20	3	3	3	9	1,924.20	36	213.80	7,696.80
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	2	2	2	6	1,397.76	2	2	2	6	1,397.76	2	2	2	6	1,397.76	2	2	2	6	1,397.76	24	232.96	5,591.04
139	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	3	0	0	3	275.10	0	0	0	0	0.00	3	0	0	3	275.10	0	0	0	0	0.00	6	91.70	550.20
140	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	3	0	0	3	373.68	0	0	0	0	0.00	3	0	0	3	373.68	0	0	0	0	0.00	6	124.56	747.36
141	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	0	3	3	101.40	0	0	3	3	101.40	0	0	3	3	101.40	0	0	4	4	135.20	13	33.80	439.40

142	1411704-TT-02	TOILET TISSUE PAPER, 2 ply	pack	6	6	6	18	1,797.12	6	6	6	18	1,797.12	6	6	6	18	1,797.12	7	6	6	19	1,896.96	73	99.84	7,288.32
143	53131628-HS-501	HAND SANITIZER	bottle	0	5	0	5	425.40	0	5	0	5	425.40	0	5	0	5	425.40	0	5	0	5	425.40	20	85.08	1,701.60
144	10191509-IN-A01	INSECTICIDE	can	3	3	3	9	1,254.24	4	4	4	12	1,672.32	4	4	4	12	1,672.32	4	4	4	12	1,672.32	45	139.36	6,271.20
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664103 (T6641), Black	cart.	0	4	0	4	927.60	0	4	0	4	927.60	0	4	0	4	927.60	0	4	0	4	927.60	16	231.90	3,710.40
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664203 (T6642), Cyan	cart.	0	3	0	3	726.60	0	3	0	3	726.60	0	3	0	3	726.60	0	3	0	3	726.60	12	242.20	2,906.40
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664303 (T6643), Magenta	cart.	0	3	0	3	726.60	0	3	0	3	726.60	0	3	0	3	726.60	0	3	0	3	726.60	12	242.20	2,906.40
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664403 (T6644), Yellow	cart.	0	3	0	3	726.60	0	3	0	3	726.60	0	3	0	3	726.60	0	3	0	3	726.60	12	242.20	2,906.40
1	80141505-TS-001	BALLPEN	piece	0	50	0	50	300.00	0	0	0	0	0.00	0	50	0	50	300.00	0	0	0	0	0.00	100	10.00	1,000.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	1	0	0	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	15,000.00	15,000.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	0	5	0	5	185.00	0	0	0	0	0.00	0	0	5	5	185.00	0	0	0	0	0.00	10	37.00	370.00
6	80141505-TS-006	PHOTO PAPER	pack	0	5	0	5	1,200.00	0	0	0	0	0.00	0	5	0	5	1,200.00	0	0	0	0	0.00	12	200.00	2,400.00
7	80141505-TS-007	BLEACHING SOLUTION	bottle	0	6	0	6	1,008.00	0	6	0	6	1,008.00	0	6	0	6	1,008.00	0	6	0	6	1,008.00	24	168.00	4,032.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	0	5	5	1,045.00	0	0	0	0	0.00	10	0	0	10	2,090.00	0	0	0	0	0.00	15	209.00	3,135.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	0	10	10	470.00	0	0	0	0	0.00	10	0	0	10	470.00	0	0	0	0	0.00	20	47.00	940.00
16	80141505-TS-016	DISHWASHING LIQUID	bottle	0	6	0	6	510.00	0	6	0	6	510.00	0	6	0	6	510.00	0	6	0	6	510.00	24	85.00	2,040.00
20	80141505-TS-020	EXTENSION CORD	piece	0	0	2	2	460.00	0	0	0	0	0.00	0	0	2	2	460.00	0	0	0	0	0.00	4	230.00	920.00
24	80141505-TS-024	FLUSH PIN	pack	0	0	0	0	0.00	10	0	0	10	300.00	0	0	0	0	0.00	0	0	0	0	0.00	10	30.00	300.00
25	80141505-TS-025	DOOR MAT	piece	0	0	0	0	0.00	4	0	0	4	260.00	0	0	0	0	0.00	4	0	0	4	260.00	8	65.00	520.00
28	80141505-TS-028	DEODORANT CAKE	piece	0	10	0	10	350.00	0	10	0	10	350.00	0	10	0	10	350.00	0	10	0	10	350.00	40	35.00	1,400.00
33	80141505-TS-033	PADLOCK	piece	0	0	0	0	0.00	0	2	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	2	350.00	700.00
37	80141505-TS-037	STORAGE BOX	piece	0	0	4	4	580.00	0	0	0	0	0.00	4	0	0	4	580.00	0	0	0	0	0.00	8	145.00	1,160.00
41	80141505-TS-041	PARACETAMOL	pack	0	0	5	5	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	50.00	250.00
45	80141505-TS-045	POVIDONE IODINE	bottle	0	0	2	2	210.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	105.00	210.00
46	80141505-TS-046	KEYBOARD	unit	0	0	0	0	0.00	2	0	0	2	1,020.00	0	0	0	0	0.00	0	0	0	0	0.00	2	510.00	1,020.00

A. TOTAL																										176,756.76
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										17,675.68
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										-
D. GRAND TOTAL (A + B - C)																										194,432.44
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:

EDITHA T. ISIDORO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

AILEEN Z. LAGUNA
Budget Officer

Approved by:

RENE V. CARBAYAS
Regional Head

Date Prepared:

Received by:

JAMES E. DOTIMAS
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

ADELE RACHEL M. AQUINO / BENJAMIN C. SY, JR.
Accountant / Budget Officer

Approved by:

JOSE A. TORRES JR.
Head of Office/Agency

Prepared by:

[Signature]

FRUTHA T. ISIBRO
Property/Supply Officer

Date Prepared:

Received by:

[Signature]

FRUTHA T. ISIBRO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

[Signature]

ALBERT Z. LAGUNA
Budget Officer

Certified Funds Available / Certified Appropriate Funds Available:

[Signature]

FRANCIS P. MORALES, JR.
Accountant / Budget Officer

Approved by:

[Signature]

ARIE V. CASAYAN
Regional Head

Assessed by:

[Signature]

JOSUA TORRES, JR.
Head of Office/Agency

APPROVE 2025 FORM
REGION II