



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE



ISO 9001:2015
Certificate No. 50500772 QM15

20 October 2020

SECRETARY BENJAMINE E. DIOKNO
Department of Budget and Management (DBM)
Malacañang, Manila

Attention: ATTY. LLOYD CHRISTOPHER A. LAO
Undersecretary and OIC
DBM-Procurement Service
Paco, Manila

Dear Sir/Madam:

We are pleased to submit the DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE's (DOST-STII) **Annual Procurement Plan – Common Use Supplies and Equipment (APP-CSE)** for FY 2021.

Thank you.

Very truly yours,

RICHARD P. BURGOS
Director

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
 Region: NCR
 Address: DOST Complex, Gen. Santos Ave., Bicutan, Taguig City

Agency Account Code: Q024
 Organization Type: National Government Organization (NGA)

Contact Person: JONA M. BERNAL
 Position: Administrative Officer V
 E-mail: jbernal@up.edu.ph
 Telephone/Mobile Nos: 8837-2071 loc. 2145

Item & Specifications	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					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	35	3	3	41	5,713.76	5	3	3	11	1,532.96	5	4	8	17	2,369.12	5	3	3	11	1,532.96	80.00	139.36	11148.80
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	2	1	1	4	605.72	2	1	1	4	605.72	2	1	1	4	605.72	2	1	1	4	605.72	16.00	151.43	2422.88
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191801-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	0	2	2	4	174.32	4	2	2	8	348.64	0	2	2	4	174.32	0	2	2	4	174.32	20.00	43.58	871.60
4	12191801-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	10	0	0	10	4,576.00	10	0	0	10	4,576.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	457.60	9152.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%: 72%, 500ml (-5ml)	bottle	0	2	2	4	174.32	0	2	2	4	174.32	0	2	2	4	174.32	0	2	2	4	174.32	16.00	43.58	697.28
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	23	0	0	23	10,465.00	3	0	0	3	1,365.00	3	0	0	3	1,365.00	3	0	0	3	1,365.00	32.00	453.00	14560.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	4	0	0	4	831.00	0	0	0	0	0.00	4	0	0	4	831.00	0	0	0	0	0.00	8.00	207.75	1662.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	7	4	0	11	346.72	4	1	0	5	157.60	4	0	0	4	126.08	0	0	0	0	0.00	20.00	31.52	630.40
FILMS																										
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1	0	0	1	847.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	847.82	847.82

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
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PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	1	0	0	1	221.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	221.00	221.00
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	3	0	0	3	625.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	208.52	625.56
PAPER MATERIALS AND PRODUCTS																										
12	14111325-CA-A01	CARTOLINA, assorted colors	pack	2	0	0	2	167.44	20	0	0	20	1,674.40	0	0	0	0	0.00	0	0	0	0	0.00	22.00	83.72	1841.84
20	14111514-NP-S02	NOTE PAD, stick-on, 50mm x 76mm (2" x 3") min	pad	34	28	6	68	2,520.08	24	6	9	39	1,445.34	24	6	6	36	1,334.16	4	6	8	18	667.08	161.00	37.06	5966.66
21	14111514-NP-S04	NOTE PAD, stick-on, 76mm x 100mm (3" x 4") min	pad	40	29	6	75	4,446.00	25	7	9	41	2,430.48	25	6	16	47	2,786.16	5	6	8	19	1,126.32	182.00	59.28	10788.96
22	14111514-NP-S03	NOTE PAD, stick-on, 76mm x 76mm (3" x 3") min	pad	24	28	5	57	2,720.61	24	6	8	38	1,813.74	24	5	15	44	2,100.12	4	5	7	16	763.68	155.00	47.73	7398.15
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	105	20	5	130	1,565.20	115	0	5	120	1,444.80	105	0	5	110	1,324.40	105	0	5	110	1,324.40	470.00	12.04	5658.80
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	33	196	36	265	45,198.40	113	86	61	260	44,345.60	33	26	76	135	23,025.60	33	6	56	95	16,203.20	755.00	170.56	128772.80
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	33	98	32	163	29,371.46	133	29	55	217	39,368.14	31	16	70	117	21,226.14	31	11	30	72	13,062.24	569.00	181.42	103227.98
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	98	3	26	127	16,906.24	63	1	46	110	14,643.20	60	1	21	82	10,915.84	43	1	21	65	8,652.80	384.00	133.12	51118.08
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	56	0	0	56	7,782.32	6	0	15	21	2,918.37	18	0	0	18	2,501.46	6	0	0	6	833.82	101.00	138.97	14035.97
29	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	10	5	5	20	1,961.00	7	0	0	7	686.35	5	5	5	15	1,470.75	5	0	0	5	490.25	47.00	98.05	4608.35
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	roll	2	7	2	11	612.04	2	2	2	6	333.84	2	2	2	6	333.84	2	2	2	6	333.84	29.00	55.64	1613.56
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	7	17	0	24	1,697.28	4	0	2	6	424.32	3	0	3	6	424.32	2	0	0	2	141.44	38.00	70.72	2682.36
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	7	11	0	18	1,834.56	5	5	5	15	1,528.80	6	1	8	15	1,528.80	1	1	5	7	713.44	55.00	101.92	5605.60
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	13	1	1	15	1,311.00	13	1	1	15	1,311.00	13	1	1	15	1,311.00	13	1	1	15	1,311.00	60.00	87.40	5244.00
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	205	0	0	205	7,142.20	5	0	0	5	174.20	5	0	0	5	174.20	5	0	0	5	174.20	220.00	34.84	7664.80
BATTERIES AND CELLS AND ACCESSORIES																										
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	36	26	20	82	2,976.60	23	15	24	62	2,250.60	36	16	20	72	2,613.60	16	16	20	52	1,887.60	268.00	36.30	9728.40
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	49	26	20	95	1,874.35	18	15	20	53	1,045.69	31	16	40	87	1,716.51	16	16	20	52	1,025.96	287.00	19.73	5662.51
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	11	6	5	22	2,116.40	1	5	5	11	1,058.20	11	6	5	22	2,116.40	1	6	5	12	1,154.40	67.00	96.20	6445.40
MANUFACTURING COMPONENTS AND SUPPLIES																										
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	3	2	0	5	310.50	2	2	0	4	248.40	3	0	2	5	310.50	2	0	0	2	124.20	16.00	62.10	993.60
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	33	14	4	51	1,007.76	3	4	4	11	217.36	3	4	4	11	217.36	3	4	4	11	217.36	84.00	19.76	1659.84
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	32	6	9	47	991.23	23	8	10	41	864.69	23	4	4	31	653.79	3	4	4	11	231.99	130.00	21.09	2741.70
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	26	21	11	58	1,082.86	10	11	11	32	597.44	22	21	41	84	1,568.28	10	11	11	32	597.44	206.00	18.67	3846.02
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	37	36	16	89	4,859.40	17	23	11	51	2,784.60	23	26	26	75	4,095.00	13	21	11	45	2,457.00	260.00	54.60	14196.00
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	35	36	16	87	9,274.20	15	21	11	47	5,010.20	23	26	26	75	7,995.00	13	21	11	45	4,797.00	254.00	106.60	27076.40
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	27	25	18	70	1,397.90	22	10	10	42	838.74	27	15	15	57	1,138.29	14	10	10	34	678.98	203.00	19.97	4053.91
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	36	44	19	99	998.91	26	18	18	62	625.58	26	29	29	84	847.56	16	14	14	44	443.96	289.00	10.09	2916.01
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	26	25	20	71	1,417.87	25	10	15	50	998.50	25	15	30	70	1,397.90	10	10	15	35	698.95	226.00	19.97	4513.22
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	4	7	2	13	757.12	3	7	0	10	582.40	6	4	5	15	873.60	4	3	0	7	407.68	45.00	58.24	2620.80
HEATING AND VENTILATION AND AIR CIRCULATION																										

Item & Specifications	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					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	2	0	2	2,219.36	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1109.68	2219.36
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	2	0	1	3	2,570.58	0	2	2	4	3,427.44	0	0	1	1	856.86	0	0	1	1	856.86	9.00	856.86	7711.74
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	674.96	0	0	0	0	0.00	1.00	674.96	674.96
MEDICAL THERMOMETERS AND ACCESSORIES																										
52	41112224-TG-T01	THERMOGUN	piece	6	2	0	8	24,544.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	3068.00	24544.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
55	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	7	3	2	12	212.16	0	0	2	2	35.36	2	0	1	3	53.04	0	0	1	1	17.68	18.00	17.68	318.24
CLEANING EQUIPMENT AND SUPPLIES																										
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	13	2	2	17	1,533.74	13	12	2	27	2,435.94	13	2	2	17	1,533.74	13	2	2	17	1,533.74	78.00	90.22	7037.16
57	47131604-BR-S01	BROOM, soft (tambo)	piece	4	2	2	8	1,089.92	2	2	10	14	1,907.36	4	2	2	8	1,089.92	2	2	2	6	817.44	36.00	136.24	4904.64
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	44	2	2	48	873.60	12	12	2	26	473.20	12	2	12	26	473.20	2	2	2	6	109.20	106.00	18.20	1929.20
59	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	2	0	0	2	83.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	41.60	83.20
60	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	2	0	0	2	47.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	23.92	47.84
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece	4	0	0	4	36.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	9.03	36.12
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	12	0	0	12	449.16	0	0	5	5	187.15	10	0	20	30	1,122.90	0	0	0	0	0.00	47.00	37.43	1759.21
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	19	5	5	29	3,739.84	5	5	5	15	1,934.40	14	0	0	14	1,805.44	0	0	0	0	0.00	58.00	128.96	7479.68
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2	0	0	2	49.66	0	0	0	0	0.00	0	0	6	6	148.98	0	0	0	0	0.00	8.00	24.83	198.64
65	51241352-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	2	0	0	2	262.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	131.25	262.50
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle	8	2	7	17	1,750.32	2	2	7	11	1,132.56	2	2	7	11	1,132.56	2	2	7	11	1,132.56	50.00	102.96	5148.00
68	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	6	0	0	6	698.18	0	0	0	0	0.00	0	0	5	5	577.65	0	0	0	0	0.00	11.00	115.53	1270.83
69	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	2	4,576.00	0	0	0	0	0.00	2.00	2288.00	4576.00
70	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	4	4	582.40	0	0	0	0	0.00	4.00	145.60	582.40
71	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	10	10	1,237.60	0	0	0	0	0.00	10.00	123.76	1237.60
72	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	32	25	5	62	3,336.84	30	25	15	70	3,767.40	30	25	10	65	3,498.30	30	25	5	60	3,229.20	257.00	53.82	13831.74
73	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	3	0	0	3	321.36	0	0	0	0	0.00	0	0	5	5	535.60	0	0	0	0	0.00	8.00	107.12	856.96
74	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	16	1	0	17	2,289.56	1	6	0	7	942.76	6	1	0	7	942.76	1	1	0	2	269.36	33.00	134.68	4444.44
75	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	3	3	0	6	167.76	0	0	0	0	0.00	0	0	3	3	83.88	0	0	0	0	0.00	9.00	27.96	251.64
PERSONAL PROTECTIVE EQUIPMENT																										
76	46181303-CA-C01	COVERALL, non-sterile, protective, medical grade	piece	20	0	0	20	22,880.00	0	0	0	0	0.00	20	0	0	20	22,880.00	0	0	0	0	0.00	40.00	1144.00	45760.00
77	46181702-FSH01	FACE SHIELD, direct splash protection	piece	30	10	10	50	6,240.00	10	10	10	30	3,744.00	30	10	10	50	6,240.00	10	10	10	30	3,744.00	160.00	124.80	19968.00
78	46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	piece	20	0	0	20	3,120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	156.00	3120.00
79	42131601-PA-A01	Polyethylene Apron (50g)	piece	5	0	0	5	75.40	5	0	0	5	75.40	5	0	0	5	75.40	5	0	0	5	75.40	20.00	15.08	301.60

Item & Specifications	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					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
81	42131711-HC-H01	HEAD COVER, disposable	piece	20	0	0	20	52.00	0	0	0	0	0.00	20	0	0	20	52.00	0	0	0	0	0.00	40.00	2.60	104.00
82	42131609-SC-S01	SHOE COVER, disposable	pair	20	0	0	20	166.40	0	0	0	0	0.00	20	0	0	20	166.40	0	0	0	0	0.00	40.00	8.32	332.80
83	42132203-MG-G01	NITRILE GLOVES	piece	1020	0	0	1020	3,131.40	0	0	0	0	0.00	20	0	0	20	61.40	0	0	0	0	0.00	1,040.00	3.07	3192.80
84	42132203-MG-G02	PREMIUM LATEX GLOVES	piece	88	88	88	264	1,325.28	88	88	88	264	1,325.28	88	88	88	264	1,325.28	88	88	88	264	1,325.28	1,056.00	5.02	5301.12
85	42131713-SM-M01	SURGICAL MASK, 3-ply	piece	1420	320	320	2060	28,922.40	420	320	220	960	13,478.40	420	220	220	860	12,074.40	320	220	220	760	10,670.40	4,640.00	14.04	65145.60
86	46182008-KN-M01	KN95 FACE MASK	piece	100	0	0	100	10,400.00	0	0	0	0	0.00	100	0	0	100	10,400.00	0	0	0	0	0.00	200.00	104.00	20800.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
90	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	5	3	5	13	34,460.79	2	1	6	9	23,857.47	3	0	5	8	21,206.64	3	0	5	8	21,206.64	38.00	2650.83	100731.54
91	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	6	1	0	7	1,172.08	4	0	0	4	669.76	0	0	0	0	0.00	0	0	0	0	0.00	11.00	167.44	1841.84
92	43211708-MO-O01	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	2	1	1	4	445.20	0	6	2	8	890.40	1	1	4	6	667.80	0	0	0	0	0.00	18.00	111.30	2003.40
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
99	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	45	45	15	105	950.25	39	19	20	78	705.90	23	15	35	73	660.65	19	15	15	49	443.45	305.00	9.05	2760.25
100	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	37	40	15	92	1,404.84	31	19	20	70	1,068.90	25	15	35	75	1,145.25	19	15	15	49	748.23	286.00	15.27	4367.22
101	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	37	40	15	92	1,913.60	21	19	20	60	1,248.00	25	15	35	75	1,560.00	19	15	15	49	1,019.20	276.00	20.80	5740.80
102	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	32	40	15	87	4,162.08	16	15	20	51	2,439.84	20	15	35	70	3,348.80	14	15	15	44	2,104.96	252.00	47.84	12055.68
103	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	0	0	0	0	0.00	2	0	1	3	42.06	0	0	0	0	0.00	0	0	0	0	0.00	3.00	14.02	42.06
104	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	4	25	5	34	2,624.80	0	5	10	15	1,158.00	0	5	17	22	1,698.40	0	5	5	10	772.00	81.00	77.20	6253.20
105	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	35	0	0	35	2,402.40	60	36	200	296	20,317.44	0	20	20	40	2,745.60	0	0	0	0	0.00	371.00	68.64	25465.44
106	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	4	1	2	7	4,711.63	2	1	1	4	2,692.36	0	1	2	3	2,019.27	0	0	1	1	673.09	15.00	673.09	10098.35
107	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	4	1	2	7	6,490.12	0	1	1	2	1,854.32	0	1	2	3	2,781.48	0	0	1	1	927.16	13.00	927.16	12053.08
108	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	5	1	2	8	5,907.20	0	0	1	1	738.40	1	0	1	2	1,476.80	0	0	1	1	738.40	12.00	738.40	8860.80
109	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	5	0	30	35	1,067.15	2	0	35	37	1,128.13	0	0	50	50	1,524.50	0	0	30	30	914.70	152.00	30.49	4634.48
110	44121506-EN-M02	ENVELOPE, mailing, white, 70gsm	box	1	0	0	1	378.20	0	2	0	2	756.40	0	1	0	1	378.20	0	0	0	0	0.00	4.00	378.20	1512.80
111	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	1	0	0	1	433.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	433.68	433.68
112	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	4	0	0	4	41.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	10.30	41.20
113	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	5	0	0	5	417.05	12	2	0	14	1,167.74	2	0	0	2	166.82	2	0	0	2	166.82	23.00	83.41	1918.43
114	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	6	0	0	6	516.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	86.04	516.24
115	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	10	0	0	10	111.30	80	0	0	80	890.40	0	0	0	0	0.00	0	0	0	0	0.00	90.00	11.13	1001.70
116	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	10	0	0	10	142.30	20	0	0	20	284.60	0	0	0	0	0.00	0	0	0	0	0.00	30.00	14.23	426.90
117	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	6	0	5	11	2,974.40	0	0	5	5	1,352.00	0	0	5	5	1,352.00	0	0	5	5	1,352.00	26.00	270.40	7030.40
118	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	6	2	7	15	4,678.20	0	0	5	5	1,559.40	0	2	7	9	2,806.92	0	0	5	5	1,559.40	34.00	311.88	10603.92
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	5	2	13	20	3,428.60	0	0	10	10	1,714.30	0	2	12	14	2,400.02	0	10	0	10	1,714.30	54.00	171.43	9257.22
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	4	2	13	19	4,621.56	0	0	10	10	2,432.40	0	2	12	14	3,405.36	0	10	0	10	2,432.40	53.00	243.24	12891.72
121	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	0	0	0	0	0.00	3	0	0	3	2,857.92	0	0	0	0	0.00	0	0	0	0	0.00	3.00	952.64	2857.92

Item & Specifications	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					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
122	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	1	0	0	1	279.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	279.00	279.00
123	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	1	0	0	1	321.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	321.36	321.36
124	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	35	0	0	35	1,983.80	4	0	0	4	226.72	0	2	0	2	113.36	0	0	0	0	0.00	41.00	56.68	2323.88
125	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	31	10	0	41	1,705.60	0	0	0	0	0.00	0	12	0	12	499.20	0	0	0	0	0.00	53.00	41.60	2204.80
126	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	11	20	10	41	1,913.88	5	0	8	13	606.84	5	0	10	15	700.20	5	0	5	10	466.80	79.00	46.68	3687.72
127	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	20	5	10	35	468.30	7	5	10	22	294.36	5	5	10	20	267.60	5	5	10	20	267.60	97.00	13.38	1297.86
128	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	15	5	10	30	401.40	7	5	10	22	294.36	5	5	10	20	267.60	5	5	10	20	267.60	92.00	13.38	1230.96
129	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	15	5	10	30	401.40	7	5	10	22	294.36	5	5	10	20	267.60	5	5	10	20	267.60	92.00	13.38	1230.96
130	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	37	15	10	62	556.76	19	5	12	36	323.28	7	5	19	31	278.38	5	5	10	20	179.60	149.00	8.98	1338.02
131	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	52	5	10	67	601.66	19	7	11	37	332.26	7	5	19	31	278.38	5	5	10	20	179.60	155.00	8.98	1391.90
132	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	35	5	10	50	449.00	6	7	10	23	206.54	5	5	19	29	260.42	5	5	10	20	179.60	122.00	8.98	1095.56
133	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	45	35	10	90	698.40	17	13	5	35	271.60	11	5	20	36	279.36	5	5	5	15	116.40	176.00	7.76	1365.76
134	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	44	35	10	89	1,525.46	13	5	5	23	394.22	9	5	20	34	582.76	5	5	5	15	257.10	161.00	17.14	2759.54
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	27	15	10	52	1,081.08	6	6	7	19	395.01	7	5	10	22	457.38	5	5	5	15	311.85	108.00	20.79	2245.32
136	44122037-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle	21	10	10	41	9,831.39	12	10	10	32	7,673.28	10	10	10	30	7,193.70	10	10	10	30	7,193.70	133.00	239.79	31892.07
137	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	2	0	0	2	219.00	1	1	2	4	438.00	0	0	2	2	219.00	0	0	0	0	0.00	8.00	109.50	876.00
138	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	4	1	0	5	174.75	0	0	0	0	0.00	0	0	2	2	69.90	0	0	0	0	0.00	7.00	34.95	244.65
139	44121612-BL-H01	CUTTER BLADE, for heavy-duty cutter	piece	19	2	5	26	385.32	0	0	0	0	0.00	0	0	5	5	74.10	5	0	0	5	74.10	36.00	14.82	533.52
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	17	2	0	19	635.17	0	0	0	0	0.00	0	0	2	2	66.86	5	0	0	5	167.15	26.00	33.43	869.18
141	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	7	0	1	8	3,631.68	0	0	0	0	0.00	0	0	2	2	907.92	0	0	0	0	0.00	10.00	453.96	4539.60
142	44121619-PS-M01	PENCIL SHARPENER, manual, single-cutter head	piece	2	0	0	2	405.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	202.80	405.60
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	4	1	0	5	659.80	0	1	1	2	263.92	0	0	0	0	0.00	0	0	0	0	0.00	7.00	131.96	923.72
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	20	4	7	31	1,257.36	0	0	1	1	40.56	5	0	4	9	365.04	0	0	0	0	0.00	41.00	40.56	1662.96
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	25	0	2	27	4,773.60	2	2	2	6	1,060.80	0	0	5	5	884.00	0	0	0	0	0.00	38.00	176.80	6718.40
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	2	0	0	2	1,828.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	914.16	1828.32
147	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	13	2	1	16	398.40	0	1	1	2	49.80	0	0	4	4	99.60	0	0	0	0	0.00	22.00	24.90	547.80
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	6	0	0	6	385.20	0	0	1	1	64.20	0	0	0	0	0.00	0	0	0	0	0.00	7.00	64.20	449.40
149	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1	0	0	1	9,534.72	0	0	0	0	0.00	0	1	0	1	9,534.72	0	0	0	0	0.00	2.00	9534.72	19069.44
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	7	1	0	8	2,774.80	0	0	2	2	693.70	2	1	2	5	1,734.25	0	0	0	0	0.00	15.00	346.85	5202.75
152	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1	0	0	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	9297.60	9297.60
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
163	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	0	0	0	0	0.00	12	0	0	12	11,868.48	0	0	0	0	0.00	0	0	0	0	0.00	12.00	989.04	11868.48
165	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	12	0	0	12	9,048.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	754.00	9048.00
167	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	27	5	5	37	9,235.20	17	13	12	42	10,483.20	9	5	5	19	4,742.40	3	5	5	13	3,244.80	111.00	249.60	27705.60

Item & Specifications			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	
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																											
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	27	5	5	37	9,235.20	17	13	12	42	10,483.20	9	5	5	19	4,742.40	3	5	5	13	3,244.80	111.00	249.60	27705.60	
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	27	5	5	37	9,235.20	17	13	12	42	10,483.20	9	5	5	19	4,742.40	3	5	5	13	3,244.80	111.00	249.60	27705.60	
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	27	5	5	37	9,235.20	17	13	12	42	10,483.20	9	5	5	19	4,742.40	3	5	5	13	3,244.80	111.00	249.60	27705.60	
171	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart	3	0	0	3	2,321.28	3	0	0	3	2,321.28	3	0	0	3	2,321.28	3	0	0	3	2,321.28	12.00	773.76	9285.12	
183	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	20	0	0	20	7,321.60	10	0	0	10	3,660.80	10	0	0	10	3,660.80	10	0	0	10	3,660.80	50.00	366.08	18304.00	
184	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	20	0	0	20	7,321.60	10	0	0	10	3,660.80	10	0	0	10	3,660.80	10	0	0	10	3,660.80	50.00	366.08	18304.00	
199	44103105-HP-B36	INK CART, HP CM692AA, (HP704), Black	cart	10	0	0	10	3,660.80	10	0	4	14	5,125.12	10	0	0	10	3,660.80	10	0	0	10	3,660.80	44.00	366.08	16107.52	
200	44103105-HP-T36	INK CART, HP CM693AA, (HP704), Tri-color	cart	10	0	0	10	3,660.80	10	0	4	14	5,125.12	10	0	0	10	3,660.80	10	0	0	10	3,660.80	44.00	366.08	16107.52	
207	44103105-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	10	0	0	10	4,056.00	10	0	0	10	4,056.00	10	0	0	10	4,056.00	10	0	0	10	4,056.00	40.00	405.60	16224.00	
208	44103105-HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	cart	10	0	0	10	4,056.00	10	0	0	10	4,056.00	10	0	0	10	4,056.00	10	0	0	10	4,056.00	40.00	405.60	16224.00	
229	44103103-HP-B12	TONER CART, HP CB435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	5	5	10,900.00	0	0	0	0	0.00	5.00	3380.00	16900.00	
233	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	10	0	0	10	34,320.00	22	16	0	38	130,416.00	27	0	6	33	113,256.00	10	0	0	10	34,320.00	91.00	3432.00	312312.00	
253	44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	cart	5	0	0	5	15,220.05	0	0	14	14	42,616.14	0	0	0	0	0.00	0	0	0	0	0.00	19.00	3044.01	57836.19	
255	44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	cart	0	2	0	2	10,400.00	0	2	0	2	10,400.00	0	2	0	2	10,400.00	0	2	0	2	10,400.00	8.00	5200.00	41600.00	
282	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	8	8	31,200.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	3900.00	31200.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
297	45121517-DO-C02	DOCUMENT CAMERA	unit	1	0	0	1	23,623.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	23623.60	23623.60	
298	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1	0	0	1	17,472.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	17472.00	17472.00	
FLAG OR ACCESSORIES																											
299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	3	3	854.52	0	0	0	0	0.00	3.00	284.84	854.52	
PRINTED PUBLICATIONS																											
FIRE FIGHTING EQUIPMENT																											
301	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	2	0	0	2	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1144.00	2288.00	
CONSUMER ELECTRONICS																											
303	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1	0	3	4	25,662.56	0	0	0	0	0.00	0	0	1	1	6,415.64	0	1	0	1	6,415.64	6.00	6415.64	38493.84	
FURNITURE AND FURNISHINGS																											
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
308	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	10	20	0	30	1,193.40	10	30	0	40	1,591.20	0	0	0	0	0.00	0	0	0	0	0.00	70.00	39.78	2784.60	
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	10	20	0	30	1,271.40	10	0	4	14	593.32	0	0	0	0	0.00	0	0	0	0	0.00	44.00	42.38	1864.72	
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	5	10	10	25	865.25	6	10	10	26	899.86	5	22	10	37	1,280.57	5	10	10	25	865.25	113.00	34.61	3910.93	
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	150	55	10	215	7,441.15	32	35	18	85	2,941.85	12	42	40	94	3,253.34	12	20	10	42	1,453.62	436.00	34.61	15089.96	
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5	10	10	25	865.25	5	10	10	25	865.25	5	22	10	37	1,280.57	5	10	10	25	865.25	112.00	34.61	3876.32	
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	3	0	0	3	464.52	1	0	0	1	154.84	1	0	0	1	154.84	1	0	0	1	154.84	6.00	154.84	929.04	

Item & Specifications	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			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																							
A. TOTAL																	P		1,907,520.76				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	P		190,752.08				
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																	P		-				
D. GRAND TOTAL (A + B + C)																	P		2,098,272.84				
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							
F. MONTHLY CASH REQUIREMENTS																	P		-				
G.1 Available at Procurement Service Stores					653,907.11					575,794.04					490,434.21					227,385.40	P		1,907,520.76
G.2 Other Items not available at PS but regularly purchased from other sources					-					-					-					-	P		-
TOTAL MONTHLY CASH REQUIREMENTS					653,907.11					575,794.04					490,434.21					227,385.40	P		1,907,520.76

*Agency must put the monthly requirement for air tickets both local and international.


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:


JONA M. BERNAL
 Head, BAC Secretariat

Date Prepared: 14 October 2020


Certified Funds Available / Certified Appropriate Funds Available:


JAQUELINE C. BALLESTEROS
 Admin. Officer, Budget Section

Noted By:


BENEDICT P. CAGAANAN
 BAC Chairperson

Approved by:


RICHARD P. BURGOS
 Director