



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF CALATAGAN

2016

ANNUAL PROCUREMENT PLAN



Republic of the Philippines
MUNICIPALITY OF CALATAGAN
Province of Batangas
-oOo-

OFFICE OF THE MAYOR



MESSAGE

I commend the Municipal Government Department Heads and Members of the Bids and Awards Committee for coming up with a compendium of plans and projects of the local government unit - the 2016 Annual Procurement Plan.

The passage of Republic Act. No. 9184 otherwise known as the Government Procurement Reform Act is indeed a great help for the procuring entity in focusing on a specific target. True enough, the end product of the plan is the implementation and procurement of supplies and infrastructure projects that are advantageous to the government.

With this tool as a guide, it is hoped that the municipality's vision and mission will be best attained.

Together, we can make Calatagan a Palace in Batangas!

SOPHIA G. PALACIO, M.D.
Municipal Mayor



Republic of the Philippines
MUNICIPALITY OF CALATAGAN
Province of Batangas
-oOo-

OFFICE OF THE VICE MAYOR



MESSAGE

RA 9184, better known as the Government Procurement Reform Act (GPRA), was hailed as a milestone that marked our government's commitment to reform public procurement. The GPRA is governed by five (5) core principles, to promote: (1) **transparency** in the procurement process; (2) **competitiveness by extending equal opportunities** thereby allowing eligible private contracting parties to participate in public bidding; (3) **streamlined procurement process** that will uniformly apply to all government procurements; (4) **system of accountability; and** (5) **public monitoring** of the procurement processes and implementation.

Thus, mandated by this act, we are positive that all forms of corrupt practices in the government procurement system will be eradicated and will minimize wastage and maximize utilization of our meager resources. Resources, no matter how limited, can work wonders if spent wisely.

Mabuhay ang Calatagueños!

GLENN Z. AYTONA
Municipal Vice Mayor

Summary by Office

DEPARTMENT	HEAD OF DEPARTMENT / OFFICE	TOTAL COST
Office of the Mayor (1011)	MAYOR SOPHIA G. PALACIO, M.D.	Php 13,446,000.00
License Inspection Services (1015)	RONALDO A. TORRES	Php 53,000.00
General Services (1061)	RONALDO A. TORRES	Php 1,425,000.00
Tourism Council (8912)	RONALDO A. TORRES	Php 1,100,000.00
DILG (9993-A)	FRANZ ALLEN C. ADEL	Php 68,400.00
Assistance to RTC (9993-B)	RONALDO A. TORRES	Php 120,000.00
Office of the Vice Mayor (1016)	HON. GLENN Z. AYTONA	Php 1,969,000.00
Legislative Services (1021)	HON. GLENN Z. AYTONA	Php 3,668,216.54
Support Services (1022)	EUGENIA D. ZAPATA	Php 156,800.00
Human Resource Management (1032)	FE C. DELOS REYES	Php 124,000.00
MPDC (1041)	MIGUEL E. DUMAN	Php 1,012,000.00
Local Civil Registrar (1051)	BEATRIZ C. ANZALDO	Php 355,000.00
Budget Office (1071)	BENEDICTA M. DE GUIA	Php 260,000.00
Accounting Office (1081)	JOSEFA A. MENDOZA	Php 352,000.00
Treasury Services (1091)	SOFIA R. TAGUIBAO	Php 979,000.00
Office of the Assessor (1101)	MARIA ISABEL M. GAVINA	Php 600,000.00
Rural Health Services (4411)	ROBERT JOHN M. TURNO, M.D.	Php 1,268,000.00
MSWD (7611)	BEATRIZ L. DASTAS RSW	Php 1,487,000.00
Municipal Agriculture Office (8711)	MA. EMELYN C. CUSTODIO	Php 483,000.00
MENRO (8711-A)	MA. EMELYN C. CUSTODIO	Php 2,082,000.00
Engineering Services (8751)	ALEXANDER B. MANALO	Php 4,394,000.00
Transportation, Communication and Utility Services (8751-A)	ALEXANDER B. MANALO	Php 48,000.00
Maintenance Services (8753)	ALEXANDER B. MANALO	Php 400,000.00

Summary by Office

DEPARTMENT	HEAD OF DEPARTMENT / OFFICE	TOTAL COST
Operation of Water Works (8771)	ALEXANDER B. MANALO	Php 347,210.00
Operation of Cemetery (8841)	ALEXANDER B. MANALO	Php 60,000.12
Market Operation (8841)	ISABELITA G. SANTOS	Php 372,600.00
20 % Development Fund	MIGUEL E. DUMAN	Php 21,334,835.60
Special Purpose Appropriations (Gender and Development)	BENEDICTA M. DE GUIA	Php 6,425,000.00
Special Purpose Appropriations (Peace and Order)	RONALDO A. TORRES	Php 8,000,000.00
Special Purpose Appropriations (DDRMF)	RONALDO A. TORRES	Php 6,425,000.00

2016 ANNUAL PROCUREMENT PLAN

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26. Market Operation (8841)
27. 20 % Development Fund
28. Special Purpose Appropriations (Gender and Development)
29. Special Purpose Appropriations (Peace and Order)
30. Special Purpose Appropriations (DDRMF)



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF CALATAGAN
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BIDS AND AWARDS COMMITTEE

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE BIDS AND AWARDS COMMITTEE ON JANUARY 25, 2016 AT THE CONFERENCE ROOM OF THE OFFICE OF THE MAYOR

PRESENT:

RONALDO A. TORRES	-	Chairman
ALEXANDER B. MANALO	-	Vice Chairman
BENEDICTA M. DE GUIA	-	Member
SOFIA R. TAGUIBAO	-	Member
ELIZA H. GOMEZ	-	Member

RESOLUTION No. 05-2016

A RESOLUTION RECOMMENDING TO THE HEAD OF THE PROCURING ENTITY THE APPROVAL OF THE 2016 ANNUAL PROCUREMENT PLAN OF THE MUNICIPAL GOVERNMENT OF CALATAGAN, BATANGAS

WHEREAS, Section 7.2 of Republic Act No. 9184 states that each procuring entity shall judiciously prepare, maintain or update an Annual Procurement Plan for all its procurement;

WHEREAS, Section 6.11 of the Commission on Audit Circular No. 2009-002 requires the Municipal Government of Calatagan to submit to the Commission its Annual Procurement Plan and amendments thereto within the first quarter of each year;

WHEREAS, the concerned offices implementing the projects under the Municipal Government of Calatagan have submitted their respective plans and the same were consolidated, reviewed and validated by the members of Bids and Awards Committee;

NOW THEREFORE, on motion duly seconded, **BE IT RESOLVED AS IT HEREBY RESOLVED** by the Members of the Bids and Awards Committee **TO RECOMMEND TO THE HEAD OF THE PROCURING ENTITY THE HEREIN ATTACHED ANNUAL PROCUREMENT PLAN OF THE MUNICIPAL GOVERNMENT OF CALATAGAN, BATANGAS FOR APPROVAL;**

RESOLVED FURTHER, that copies of this Resolution be sent to concerned offices for information and appropriate action.

I HEREBY CERTIFY to the correctness of the foregoing Resolution which was approved by the Bids and Awards Committee in a meeting held on January 25, 2016

CECILE T. GUILLERMO
Head, BAC Secretary

ATTESTED:

RONALDO A. TORRES
Chairman

CONCURRED:

ALEXANDER B. MANALO
Vice Chairman

SOFIA R. TAGUIBAO
Member

BENEDICTA M. DE GUIA
Member

ELISA H. GOMEZ
Member



ANNUAL PROCUREMENT PLAN BY OFFICE

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: OFFICE OF THE MAYOR (1011)	Regular	Date Submitted: _____
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 250,000.00								
	* Reimbursement of Toll and Parking Fees and Per Diem				As the need arises and upon approval of travel order							
2	TRAINING and SEMINAR EXPENSES			Php 400,000.00								
	* Payment of Air Fare, Registration Fees and Hotel Accommodation during seminar				As the need arises and upon approval of travel order							
3	OFFICE SUPPLIES EXPENSES			Php 250,000.00								
	* Bond Paper Short	120.00	100	12,000.00	25	3,000.00	25	3,000.00	25	3,000.00	25	3,000.00
	* Bond Paper Long	130.00	100	13,000.00	25	3,250.00	25	3,250.00	25	3,250.00	25	3,250.00
	* Folder Long	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00
	* Brown Envelope Long	3.00	400	1,200.00	100	300.00	100	300.00	100	300.00	100	300.00
	* Brown Envelope Short	2.00	80	160.00	20	40.00	20	40.00	20	40.00	20	40.00
	* Linen with Logo Long	2,500.00	12	30,000.00	3	7,500.00	3	7,500.00	3	7,500.00	3	7,500.00
	* Linen with Logo short	2,300.00	12	27,600.00	3	6,900.00	3	6,900.00	3	6,900.00	3	6,900.00
	* White Envelope with Logo	1,800.00	8	14,400.00	2	3,600.00	2	3,600.00	2	3,600.00	2	3,600.00
	* White Envelope without Logo	130.00	8	1,040.00	2	260.00	2	260.00	2	260.00	2	260.00
	* Specialty Board Paper	40.00	170	6,800.00	80	3,200.00	20	800.00	20	800.00	50	2,000.00
	* Staple Wire	20.00	20	400.00	5	100.00	5	100.00	5	100.00	5	100.00
	* Fastener	62.00	12	744.00	3	186.00	3	186.00	3	186.00	3	186.00
	* Sign Pen Black	45.00	96	4,320.00	24	1,080.00	24	1,080.00	24	1,080.00	24	1,080.00
	* Ballpen Black	5.00	96	480.00	24	120.00	24	120.00	24	120.00	24	120.00
	* Sign Pen Red	45.00	1	45.00	1	45.00	-	-	-	-	-	-
	* Yellow Paper	25.00	1	25.00	1	25.00	-	-	-	-	-	-
	* Paper Clip	7.00	20	140.00	5	35.00	5	35.00	5	35.00	5	35.00
	* Rug	55.00	8	440.00	2	110.00	2	110.00	2	110.00	2	110.00
	* Tissue Paper	73.00	32	2,336.00	8	584.00	8	584.00	8	584.00	8	584.00
	* Alcohol	40.00	48	1,920.00	12	480.00	12	480.00	12	480.00	12	480.00
	* Glade Air Freshner	170.00	12	2,040.00	3	510.00	3	510.00	3	510.00	3	510.00
	* Pledge Furniture Polish	145.00	12	1,740.00	3	435.00	3	435.00	3	435.00	3	435.00
	* Tide Powder	160.00	12	1,920.00	3	480.00	3	480.00	3	480.00	3	480.00
	* Joy Dishwashing	70.00	12	840.00	3	210.00	3	210.00	3	210.00	3	210.00
	* Safeguard Hand Soap	35.00	12	420.00	3	105.00	3	105.00	3	105.00	3	105.00
	* Muriatic Acid	35.00	12	420.00	3	105.00	3	105.00	3	105.00	3	105.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

RONALDO A. TORRES
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____ Planned Amount _____ Page 1 of 3 pages
 Department / Office: **OFFICE OF THE MAYOR (1011)** Regular _____ Contingency _____ Total _____ Date Submitted: _____

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
3	* Scotch Tape	18.00	48	864.00	12	216.00	12	216.00	12	216.00	12	216.00
	* Correction Tape	25.00	48	1,200.00	12	300.00	12	300.00	12	300.00	12	300.00
	* Broom	180.00	8	1,440.00	2	360.00	2	360.00	2	360.00	2	360.00
	* Baygon Insect Killer	279.00	11	3,069.00	5	1395.00	2	558.00	2	558.00	2	558.00
	* Glue	51.00	2	102.00	1	51.00	-	-	-	-	-	-
	* Pencil	6.00	12	72.00	-	-	-	-	-	-	-	-
	* Pentelpen Fine Black	40.00	12	480.00	-	-	-	-	-	-	-	-
	* Ink Cartridge PG 40 Black	1,100.00	17	18,700.00	5	5500.00	4	4400.00	4	4400.00	4	4400.00
	* Ink Cartridge PG 41 Colored	1,300.00	17	22,100.00	5	6500.00	4	5200.00	4	5200.00	4	5200.00
	* Ink Cartridge Canon 810 Black	890.00	32	28,480.00	8	7120.00	8	7120.00	8	7120.00	8	7120.00
	* Ink Cartridge Canon 811 Colored	1,090.00	16	17,440.00	4	4360.00	4	4360.00	4	4360.00	4	4360.00
	* Ink Cartridge HP 704 Black	480.00	32	15,360.00	8	3840.00	8	3840.00	8	3840.00	8	3840.00
	* Ink Cartridge HP 704 Colored	480.00	32	15,360.00	8	3840.00	8	3840.00	8	3840.00	8	3840.00
4	GASOLINE, OIL and LUBRICANTS EXPENSES			Php 1,200,000.00								
	* Purchase of Gasoline and Oil for Official Service Vehicle	45.42	26,420		6,605	300,000.00	6,605	300,000.00	6,605	300,000.00	6,605	300,000.00
5	OTHER SUPPLIES EXPENSES			Php 500,000.00								
	* Trophies Ordinary	as per request	as per request	35,000.00	as per request	8,750.00	as per request	8,750.00	as per request	8,750.00	as per request	8,750.00
	* Trophies Special	as per request	as per request	45,000.00	as per request	11,250.00	as per request	11,250.00	as per request	11,250.00	as per request	11,250.00
	* Medals Ordinary	as per request	as per request	15,000.00	as per request	3,750.00	as per request	3,750.00	as per request	3,750.00	as per request	3,750.00
	* Medals Special	as per request	as per request	20,000.00	as per request	5,000.00	as per request	5,000.00	as per request	5,000.00	as per request	5,000.00
	* Plaque	as per request	as per request	20,000.00	as per request	5,000.00	as per request	5,000.00	as per request	5,000.00	as per request	5,000.00
	* Basketball Ordinary	as per request	as per request	30,000.00	as per request	7,500.00	as per request	7,500.00	as per request	7,500.00	as per request	7,500.00
	* Basketball Original	as per request	as per request	62,500.00	as per request	15,625.00	as per request	15,625.00	as per request	15,625.00	as per request	15,625.00
	* Basketball Net	as per request	as per request	15,000.00	as per request	3,750.00	as per request	3,750.00	as per request	3,750.00	as per request	3,750.00
	* Volleyball Ordinary	as per request	as per request	35,000.00	as per request	8,750.00	as per request	8,750.00	as per request	8,750.00	as per request	8,750.00
	* Volleyball original	as per request	as per request	60,000.00	as per request	15,000.00	as per request	15,000.00	as per request	15,000.00	as per request	15,000.00
	* Volleyball Net	as per request	as per request	15,000.00	as per request	3,750.00	as per request	3,750.00	as per request	3,750.00	as per request	3,750.00
	* Janitorial Supplies	as per request	as per request	30,000.00	as per request	7,500.00	as per request	7,500.00	as per request	7,500.00	as per request	7,500.00
	* Rice	1,850.00	40	74,000.00	10	18,500.00	10	18,500.00	10	18,500.00	10	18,500.00
	* Raffle Items	as per request	as per request	40,000.00	as per request	10,000.00	as per request	10,000.00	as per request	10,000.00	as per request	10,000.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

RONALDO A. TORRES
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____				Planned Amount				Page <u>1</u> of <u>3</u> pages				
Department / Office: OFFICE OF THE MAYOR (1011)				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
6	ELECTRICITY EXPENSES			Php 2,400,000.00								
	* Payment of Electricity Consumption		Estimated at Php 285,000.00 / Month		-	855,000.00	-	855,000.00	-	855,000.00	-	855,000.00
7	POSTAGE and DELIVERIES			Php 6,000.00								
	* Purchase of Stamps				As the need arises and upon approval of travel order							
	* Payment of Fax Fee / LBC											
8	TELEPHONE EXPENSES - LANDLINE			Php 90,000.00								
	* Payment of Telephone Bill		Estimated at Php 5,000.00 / Month		-	22,500.00	-	22,500.00	-	22,500.00	-	22,500.00
9	TELEPHONE EXPENSES - MOBILE			Php 100,000.00								
	* Payment of Telephone Bill - Mobile		Estimated at Php 5,000.00 / Month		-	25,000.00	-	25,000.00	-	25,000.00	-	25,000.00
10	MEMBERSHIP DUES and CONTIBUTION TO ORGANIZATION			Php 30,000.00								
	* Payment of membership and annual dues				As the need arises / upon approval of Purchase Request							
11	ADVERTISING EXPENSES			Php 200,000.00								
	* Publication of Ulat sa Bayan	35.00	1,425	49,875.00	1,425	49,875.00	-	-	-	-	-	-
	* Publication of Tourism Brochure	35.00	1,425	49,875.00	-	-	1,425	49,875.00	-	-	-	-
	* Advertising Expenses on Newspaper / Tarpaulin Printing and Website Design.			100,250.00	As the need arises / upon approval of Purchase Request							
12	PRINTING and BINDING EXPENSES			Php 20,000.00								
	* Photocopy of Official Documents				As the need arises / upon approval of Purchase Request							
	* Ringbinding of Reports											
13	REPRESENTATION EXPENSES			Php 300,000.00								
	* Reimbursement of Food Expenses during Official Travel meeting				As the need arises / upon approval of Purchase Request							
	* Honorarium of CSO Representative											
14	REWARDS and OTHER CLAIMS			Php 200,000.00								
					As the need arises / upon approval of Purchase Request							
	SUBSCRIPTION EXPENSES			Php 12,000.00								
	* Payment of Newspaper		One Newspaper Daily		-	1,000.00	-	1,000.00	-	1,000.00	-	1,000.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

RONALDO A. TORRES
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: OFFICE OF THE MAYOR (1011)	Regular	Date Submitted: _____
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
15	GENERAL SERVICES			Php 1,200,000.00									
	* Wages of Casual Employees	Php 100,000.00 / month			-	495,000.00	-	495,000.00	-	210,000.00			Deficiency subject to supplemental budget
16	OTHER PROFESSIONAL SERVICES			Php 240,000.00									
	* Honorarium of Legal Adviser	Php 10,000.00 / month		<i>120,000.00</i>	-	30,000.00	-	30,000.00	-	30,000.00	-	30,000.00	
	* Professional Services of Referees/artists			<i>120,000.00</i>	As the need arises / upon approval of Purchase Request								
17	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php 24,000.00									
	* Cleaning of ACU	1,200.00	12	<i>14,400.00</i>	6	7,200.00	-	-	6	7,200.00	-	-	
	* Repair of Typewriter and Other Office Equipment			<i>9,600.00</i>	As the need arises / upon approval of Purchase Request								
18	REPAIRS and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 24,000.00									
	* Repair of Computer and Printer				As the need arises / upon approval of Purchase Request								
19	REPAIRS and MAINTENANCE - MOTOR VEHICLE			Php 500,000.00									
	* Purchase of Tires	25,000.00	4	<i>100,000.00</i>	4	100,000.00	-	-	-	-	-	-	
	* Check Up / Change Oil of Official Vehicle	50,000.00		<i>14,000.00</i>	-	35,000.00	-	35,000.00	-	35,000.00	-	35,000.00	
	* Labor and Materials for the Emergency Repair of Service Vehicle			<i>240,000.00</i>	As the need arises / upon approval of Purchase Request								
20	DONATIONS			Php 1,000,000.00									
	* Financial Assistance to Individuals, Barangays and Organization's				As the need arises / upon approval of the Work Program								
21	CONFIDENTIAL and INTELLIGENCE EXPENSES			Php 2,400,000.00									
	* Expenses for strictly Confidential Activities and Programs					600,000.00		600,000.00		600,000.00		600,000.00	
22	TAXES, DUTIES and FEES			Php 50,000.00									
	* Registration Expenses of Service Vehicle				As the need arises / upon approval of Purchase Request								
23	INSURANCE EXPENSES			Php 500,000.00									
	* Insurance Expenses of Service Vehicle				As the need arises / upon approval of Purchase Request								

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

RONALDO A. TORRES
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: LICENSE INSPECTION SERVICES (1015)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 15,000.00								
	* Reimbursement of Travelling Expenses and Per Diem				As the need arises / upon approval of travel order							
2	OFFICE SUPPLIES EXPENSES			Php 15,000.00								
	* Bond Paper Long	130.00	23	<i>2,990.00</i>	6	650.00	6	650.00	6	650.00	5	650.00
	* Sign Pen Black	45.00	12	<i>540.00</i>	3	135.00	3	135.00	3	135.00	3	135.00
	* Sign Pen Red	45.00	12	<i>540.00</i>	3	135.00	3	135.00	3	135.00	3	135.00
	* Yellow Paper	25.00	2	<i>50.00</i>	1	25.00	-	-	-	-	1	25.00
	* Ruler	11.00	1	<i>11.00</i>	1	11.00	-	-	-	-	-	-
	* Computer Ink	1,300.00	8	<i>10,400.00</i>	2	2,600.00	2.00	2,600.00	1.00	1,300.00	1.00	1,300.00
	* Alcohol	40.00	1	<i>40.00</i>	1	40.00	-	-	-	-	-	-
	* Fastener	20.00	1	<i>20.00</i>	1	20.00	-	-	-	-	-	-
	* Folder Long	3.00	3	<i>9.00</i>	3	9.00	-	-	-	-	-	-
3	OTHER SUPPLIES EXPENSES			Php 15,000.00								
	* Purchase of Business Permit Plates				-	-	-	-	-	15,000.00	-	-
4	OTHER MAINTENANCE and OPERATING EXPENSES			Php 8,000.00								
	* Catering Services/Meals and Snacks during Meetings				-	-	-	-	-	-	-	6,000.00
	* Photocopy of Official Documents				-	500.00	-	500.00	-	500.00	-	500.00
TOTAL				PHP 53,000.00								

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

RONALDO A. TORRES
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: GENERAL SERVICES (1061)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	OFFICE SUPPLIES EXPENSES			Php 25,000.00								
	* Bond Paper - Short	120.00	40	4,800.00	10	1,200.00	10	1,200.00	10	1,200.00	10	1,200.00
	* Bond Paper - Long	130.00	40	5,200.00	10	1,300.00	10	1,300.00	10	1,300.00	10	1,300.00
	* Folder - Long	220.00	8	1,760.00	2	440.00	3	440.00	2	440.00	20	440.00
	* Sign Pen	45.00	200	9,000.00	50	2,250.00	50	2,250.00	50	2,250.00	50	2,250.00
	* Brown Envelop - Long	3.00	800	2,400.00	200	600.00	200	600.00	200	600.00	200	600.00
	* Specialty Board Paper	40.00	45	1,800.00	5	200.00	5	200.00	5	200.00	5	200.00
	* Staple Wire	20.00	2	40.00	1	20.00	-	-	1	20.00	-	-
2	OTHER SUPPLIES EXPENSES			Php 200,000.00								
	* Purchase of Janitorial Supplies											
	- Alcohol	40.00	60	2,400.00	15	600.00	15	600.00	15	600.00	15	600.00
	- Tissue Paper	73.00	60	4,380.00	15	1,095.00	15	1,095.00	15	1,095.00	15	1,095.00
	- Glade Air Freshner	170.00	60	10,200.00	15	2,250.00	15	2,250.00	15	2,250.00	15	2,250.00
	- Pledge Furniture Polish	145.00	60	8,700.00	15	2,175.00	15	2,175.00	15	2,175.00	15	2,175.00
	- Tide Powder	160.00	60	9,600.00	15	2,400.00	15	2,400.00	15	2,400.00	15	2,400.00
	- Joy Dishwashing Liquid	70.00	60	4,200.00	15	1,050.00	15	1,050.00	15	1,050.00	15	1,050.00
	- Safeguard Hand Soap	35.00	60	2,100.00	15	525.00	15	525.00	15	525.00	15	525.00
	- Muriatic Acid	35.00	60	2,100.00	15	525.00	15	525.00	15	525.00	15	525.00
	- Broom	180.00	50	9,000.00	14	2,520.00	12	2,610.00	12	2,610.00	12	2,610.00
	- Baygon Insect Killer	279.00	60	16,740.00	15	4,185.00	15	4,185.00	15	4,185.00	15	4,185.00
	- Rug	55.00	50	2,750.00	14	770.00	12	660.00	12	660.00	12	660.00
	* Purchase of Supplies for the maintenance of the Municipal Building			127,830.00	As the need arises / upon approval of Purchase Request							
3	TRANSPORTATION & DELIVERY ENPENSES			Php 100,000.00								
	* Hire of Van / elf / Jeep				As the need arises / upon approval of Purchase Request							
4	GENERAL SERVICES			Php 500,000.00								
	* Wages of Casual Employees				-	-	-	-	-	300,700.00	-	-
5	REPAIR and MAINTENANCE - OFFICE EQUIPMENT			Php 100,000.00								
	* Repair of Office Equipment of the Municipal Building				As the need arises / upon approval of Purchase Request							

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

RONALDO A. TORRES
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **TOURISM COUNCIL (8912)**

Regular

Contingency

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
1	TRAINING EXPENSES			Php 50,000.00										
	* Payment of Air Fare, Registration Fees and Hotel Accommodation during seminar				As the need arises and upon approval of travel order									
2	OTHER SUPPLIES EXPENSES			Php 100,000.00										
	* Stage Decor				As the need arises / upon approval of Purchase Request									
	* Certificate Holder													
3	REPRESENTATION EXPENSES			Php 50,000.00										
	* Honorarium of Judges in Contest				-	50,000.00	-	-	-	-	-	-	-	-
4	REWARDS AND OTHER CLAIMS			Php 200,000.00										
	* Cash prizes for winners in contests				-	200,000.00	-	-	-	-	-	-	-	-
5	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 200,000.00										
	* Catering Services Meals and Snacks during Meetings / Trainings / Events				As the need arises / upon approval of Purchase Request									
	* Accommodation of VIP's / Guests													
	* Hire of Video / Photo Equipment for Official Local Tourism AVP													
	* Purchase of Tarpaulin													
6	CULTURAL and ATHLETIC EXPENSES			Php 500,000.00										
	* Purchase of Sporting Goods				As the need arises / upon approval of Purchase Request									
	* Hire of Lights and Sounds													
	* Catering Services													
	* Hire of Tables and Chairs													
TOTAL				PHP 1,100,000.00										

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

RONALDO A. TORRES
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

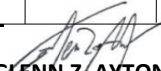
Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: OFFICE OF THE VICE MAYOR (1016)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 90,000.00								
	* Reimbursement of Per Diem and Travelling Expenses				As the need arises and upon approval of travel order							
2	TRAINING EXPENSES			Php 75,000.00								
	* Payment of Registration Fees, Hotel Accommodation and Air Fare During Seminar				As the need arises and upon approval of travel order							
3	OFFICE SUPPLIES EXPENSES			Php 100,000.00								
	* Olivetti Toner (for xerox machine)	10,500.00	6	<i>63,000.00</i>	2	21,000.00	1	10,500.00	1	10,500.00	2	21,000.00
	* Brown Envelope (small)	4.00	200	<i>800.00</i>	50	200.00	50	200.00	50	200.00	50	200.00
	* Brown Envelope (long)	3.00	200	<i>600.00</i>	50	150.00	50	150.00	50	150.00	50	150.00
	* Folder (small)	4.00	300	<i>1,200.00</i>	75	300.00	75	300.00	75	300.00	75	300.00
	* Folder (long)	4.50	300	<i>1,350.00</i>	75	337.50	75	337.50	75	337.50	75	337.50
	* Signpen (Black)	45.00	200	<i>9,000.00</i>	50	2,250.00	50	2,250.00	50	2,250.00	50	2,250.00
	* Ballpen	10.00	200	<i>2,000.00</i>	50	500.00	50	500.00	50	500.00	50	500.00
	* Bond Paper Legal	250.00	30	<i>7,500.00</i>	10	2,500.00	10	2,500.00	-	-	10	2,500.00
	* Bond paper Short	240.00	20	<i>4,800.00</i>	5	1,200.00	5	1,200.00	5	1,200.00	5	1,200.00
	* Linen Finish Bond Paper w/ Letterhead long	2,500.00	2	<i>5,000.00</i>	1	2,500.00	-	-	1	2,500.00	-	-
	* Linen Finish Bond Paper w/ Letterhead short	2,400.00	2	<i>4,800.00</i>	1	2,400.00	-	-	1	2,400.00	-	-
4	OTHER SUPPLIES EXPENSES			Php 120,000.00								
	* Stand Fan	1,800.00	8	<i>14,400.00</i>	2	3,600.00	2	3,600.00	2	3,600.00	2	3,600.00
	* Orbit Fan	1,350.00	15	<i>20,250.00</i>	3	4,050.00	3	4,050.00	3	4,050.00	6	8,100.00
	* Wall Fan	1,350.00	15	<i>20,250.00</i>	3	4,050.00	3	4,050.00	3	4,050.00	6	8,100.00
	* Electric Air Pot	1,700.00	6	<i>10,200.00</i>	2	3,400.00	1	1,700.00	1	1,700.00	2	3,400.00
	* Monobloc Chair	500.00	100	<i>50,000.00</i>	25	12,500.00	25	12,500.00	25	12,500.00	25	12,500.00
	* Water Jug	500.00	10	<i>5,000.00</i>	2	1,000.00	2	1,000.00	2	1,000.00	4	2,000.00
5	GASOLINE, OIL and LUBRICANTS EXPENSES			Php 320,000.00								
	* Purchase of Gasoline and Oil for Service Vehicle					80,000.00		80,000.00		80,000.00		80,000.00
6	POSTAGE and DELIVERIES			Php 2,000.00								
	* Purchase of Stamps				As the need arises and upon approval of Purchase Request							
7	TELEPHONE EXPENSES - LANDLINE			Php 42,000.00								
	* Payment of Telephone Bill		Monthly Bill			10,500.00		10,500.00		10,500.00		10,500.00
8	TELEPHONE EXPENSES - MOBILE			Php 45,000.00								
	* Payment of Telephone Bill / Cellcard		Monthly Bill			7,500.00		7,500.00		7,500.00		7,500.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


GLENN Z. AYTONA
 (Head of Department / Office)

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: OFFICE OF THE VICE MAYOR (1016)	Regular	Date Submitted: _____
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
9	MEMBERSHIP DUES and CONTRIBUTION TO ORGANIZATION			Php 70,000.00								
	* Payment of Membership Fees and Annual Dues				As the need arises and upon approval of Purchase Request							
10	SUBSCRIPTION EXPENSES			Php 5,000.00								
	* Payment of Newspaper	One Newspaper Daily			-	1,250.00	-	1,250.00	-	1,250.00	-	1,250.00
11	GENERAL SERVICES			Php 300,000.00								
	* Wages of Casual Employees					60,000.00		60,000.00		60,000.00		60,000.00
12	REPAIR and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 20,000.00								
	* Repair of Computer and Printer				-	5,000.00	-	5,000.00	-	5,000.00	-	5,000.00
13	REPAIR and MAINTENANCE - MOTOR VEHICLE			Php 150,000.00								
	* Labor and Materials for the repair of Service Vehicle				As the need arises and upon approval of Purchase Request							
14	TAXES, DUTIES and LICENSES			Php 6,000.00								
	* Payment for the registration of Vehicles				As the need arises and upon approval of Purchase Request							
15	INSURANCE EXPENSES			Php 24,000.00								
	* Payment of Insurance Expenses				As the need arises and upon approval of Purchase Request							
16	OTHER MAINTENANCE and OPERATING EXPENSES			Php 600,000.00								
	* Catering Services	5,000.00	60	<i>300,000.00</i>	15	75,000.00	15	75,000.00	15	75,000.00	15	75,000.00
	* Van Hire	5,000.00	10	<i>50,000.00</i>	3	15,000.00	2	10,000.00	2	10,000.00	3	15,000.00
	* Raffle Items	500.00	70	<i>35,000.00</i>	15	7,500.00	15	7,500.00	15	7,500.00	25	12,500.00
	* Polo Shirts	250.00	100	<i>25,000.00</i>	20	5,000.00	20	5,000.00	20	5,000.00	40	10,000.00
	* T-Shirts	200.00	100	<i>20,000.00</i>	40	8,000.00	20	4,000.00	20	4,000.00	20	4,000.00
	* Printing of Shirts	60.00	100	<i>6,000.00</i>	30	1,800.00	20	1,200.00	20	1,200.00	30	1,800.00
	* Basketball Ball (Official)	2,200.00	20	<i>44,000.00</i>	5	11,000.00	5	11,000.00	5	11,000.00	5	11,000.00
	* Volleyball Ball (Official)	1,800.00	20	<i>36,000.00</i>	5	9,000.00	5	9,000.00	5	9,000.00	5	9,000.00
	* Volleyball Net	650.00	14	<i>9,100.00</i>	5	3,250.00	3	1,950.00	3	1,950.00	3	1,950.00
	* Jersey Uniform	650.00	100	<i>65,000.00</i>	20	13,000.00	20	13,000.00	20	13,000.00	40	26,000.00
TOTAL				PHP 1,969,000.00								

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


GLENN Z. AYTONA
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: LEGISLATIVE SERVICES (1021)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 250,000.00								
	* Payment of Travelling Expenses and Per Diem				As the need arises and upon approval of travel order							
2	TRAINING and SCHOLARSHIP EXPENSES			Php 350,000.00								
	* Payment of Registration Fees, Air Fare and Hotel Accommodation during Seminar				As the need arises and upon approval of travel order							
3	OFFICE SUPPLIES EXPENSES			Php 120,000.00								
	* Bond Paper (legal)	250.00	60	15,000.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00
	* Bond Paper (A4)	240.00	40	9,600.00	10	2,400.00	10	2,400.00	10	2,400.00	10	2,400.00
	* Bond Paper (letter)	240.00	24	5,760.00	6	1,440.00	6	1,440.00	6	1,440.00	6	1,440.00
	* Linen Finish Bond Paper with Letterhead (legal)	2,500.00	2	5,000.00	1	2,500.00	-	-	1	2,500.00	-	-
	* Linen Finish Bond Paper with Letterhead (letter)	2,400.00	2	4,800.00	1	2,400.00	-	-	1	2,400.00	-	-
	* White Envelope (legal with letterhead/logo)	2,500.00	1	2,500.00	1	2,500.00	-	-	-	-	-	-
	* Flash Drive	600.00	10	6,000.00	5	3,000.00	-	-	-	-	5	3,000.00
	* Canon Pixma Ink No. 88 (black)	800.00	10	8,000.00	3	2,400.00	2	1,600.00	2	1,600.00	3	2,400.00
	* Canon Pixma Ink No. 98 (colored)	900.00	10	9,000.00	3	2,700.00	2	1,800.00	2	1,800.00	3	2,700.00
	* Canon Pixma Ink No. 810 (black)	890.00	10	8,900.00	3	2,670.00	2	1,780.00	2	1,780.00	3	2,670.00
	* Canon Pixma Ink No. 811 (colored)	1,090.00	10	10,900.00	3	3,270.00	2	2,180.00	2	2,180.00	3	3,270.00
	* HP Ink No. 21 (black)	850.00	10	8,500.00	3	2,550.00	2	1,700.00	2	1,700.00	3	2,550.00
	* HP Ink No. 22 (colored)	950.00	10	9,500.00	3	2,850.00	2	1,900.00	2	1,900.00	3	2,850.00
	* Desk Pad	250.00	20	5,000.00	10	2,500.00	-	-	10	2,500.00	-	-
	* Brother Ink LC57 BK, Magenta/ Yellow/ Cyan	995.00	12	11,940.00	3	2,985.00	3	2,985.00	3	2,985.00	3	2,985.00
4	OTHER SUPPLIES EXPENSES			Php 450,000.00								
	* Stand Fan	1,800.00	20	36,000.00	5	9,000.00	5	9,000.00	5	9,000.00	5	9,000.00
	* Desk Fan	1,350.00	20	27,000.00	5	6,750.00	5	6,750.00	5	6,750.00	5	6,750.00
	* Orbit Fan	1,350.00	20	27,000.00	5	6,750.00	5	6,750.00	5	6,750.00	5	6,750.00
	* Wall Fan	1,350.00	20	27,000.00	5	6,750.00	5	6,750.00	5	6,750.00	5	6,750.00
	* Thermos	300.00	20	6,000.00	5	1,500.00	5	1,500.00	5	1,500.00	5	1,500.00
	* Rice Cooker	1,500.00	13	19,500.00	3	4,500.00	3	4,500.00	3	4,500.00	3	4,500.00
	* Water Jug	500.00	20	10,000.00	5	2,500.00	5	2,500.00	5	2,500.00	5	2,500.00
	* Monoblock Chair	500.00	200	100,000.00	50	25,000.00	50	25,000.00	50	25,000.00	50	25,000.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


GLENN Z. AYTONA

(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: LEGISLATIVE SERVICES (1021)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	* Monoblock Tables	900.00	12	10,800.00	3	2,700.00	3	2,700.00	3	2,700.00	3	2,700.00
	* Single Burner Stove	1,500.00	10	15,000.00	4	6,000.00	2	3,000.00	2	3,000.00	2	3,000.00
	* Electric Toaster	1,200.00	5	6,000.00	1	1,200.00	1	1,200.00	1	1,200.00	2	2,400.00
	* Electric Airpot	1,760.00	6	10,560.00	2	3,520.00	1	1,760.00	1	1,760.00	1	1,760.00
	* Flat Iron	500.00	10	5,000.00	2	1,000.00	2	1,000.00	2	1,000.00	4	2,000.00
	* Sphygmomanometer	1,000.00	25	25,000.00	10	10,000.00	5	5,000.00	5	5,000.00	5	5,000.00
	* Nebulizer	2,000.00	25	50,000.00	10	20,000.00	5	10,000.00	5	10,000.00	5	10,000.00
	* Rescue Sketcher Aluminum	3,000.00	25	75,000.00	10	30,000.00	5	15,000.00	5	15,000.00	5	15,000.00
5	POSTAGE and DELIVERIES			Php 5,400.00								
	* Purchase of Stamps				As the need arises and upon approval of Purchase Request							
6	TELEPHONE EXPENSES - LANDLINE			Php 60,000.00								
	* Purchase of Telephone Bill		Monthly Bill			13,500.00		13,500.00		13,500.00		13,500.00
7	TELEPHONE EXPENSES - MOBILE			Php 150,000.00								
	* Payment of Telephone Bill		Monthly Bill			2,571.43		2,571.43		2,571.43		2,571.43
8	MEMBERSHIP DUES and CONTRIBUTION TO ORGANIZATION			Php 150,000.00								
	* Payment of Annual Dues and Membership Fees				As the need arises and upon approval of Purchase Request							
9	ADVERTISING EXPENSES			Php 200,000.00								
	* Payment of Advertisement of Ordinances					54,000.00						
10	SUBSCRIPTION EXPENSES			Php 21,600.00								
	* Payment of Newspaper		One Newspaper Daily			5,250.00		5,250.00		5,250.00		5,250.00
11	OTHER PROFESSIONAL SERVICES			Php 200,000.00								
	* Consultancy Services on Formulation of Various Codes and Ordinances				As the need arises and upon approval of Work Program							
12	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php 20,000.00								
	* Repair and Cleaning of ACU	1,200.00	6	7,200.00	3	3,600.00			3	3,600.00		
	* Repair of Office Equipment			4,800.00	As the need arises and upon approval of Purchase Request							
13	REPAIRS and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 20,000.00								
	* Repair of Computer , Printer and Xerox Machine				As the need arises and upon approval of Purchase Request							

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


GLENN Z. AYTONA
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: LEGISLATIVE SERVICES (1021)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
14	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 901,216.54								
	* Catering Services	5,000.00	60	300,000.00	15	75,000.00	15	75,000.00	15	75,000.00	15	75,000.00
	* Van Hire	5,000.00	10	50,000.00	3	15,000.00	2	10,000.00	2	10,000.00	3	15,000.00
	* Dinnerware Set	500.00	20	10,000.00	5	2,500.00	5	2,500.00	5	2,500.00	5	2,500.00
	* Glassware Set	380.00	20	7,600.00	5	1,900.00	5	1,900.00	5	1,900.00	5	1,900.00
	* Cup & Saucer Set	350.00	20	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
	* Curtain	1,000.00	30	30,000.00	30	30,000.00	-	-	-	-	-	-
	* Curtain Laundry	900.00	8	7,200.00	2	1,800.00	2	1,800.00	2	1,800.00	2	1,800.00
	* Jersey Uniform	650.00	100	65,000.00	20	13,000.00	30	19,500.00	20	13,000.00	30	19,500.00
	* Polo Shirt	250.00	100	25,000.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00
	* T-Shirt	200.00	100	20,000.00	25	5,000.00	25	5,000.00	25	5,000.00	25	5,000.00
	* Printing of Shirts	60.00	100	6,000.00	30	1,800.00	20	1,200.00	10	600.00	40	2,400.00
	* Sports Towel	200.00	50	10,000.00	15	3,000.00	10	2,000.00	10	2,000.00	15	3,000.00
	* Boxing Gloves	700.00	10	7,000.00	5	3,500.00	-	-	-	-	5	3,500.00
	* Basketball Ball (official)	2,100.00	40	84,000.00	10	21,000.00	10	21,000.00	10	21,000.00	10	21,000.00
	* Volleyball Ball (official)	1,800.00	40	72,000.00	10	18,000.00	10	18,000.00	10	18,000.00	10	18,000.00
	* Volleyball Ball (rubber)	700.00	40	28,000.00	10	7,000.00	10	7,000.00	10	7,000.00	10	7,000.00
	* Basketball Ball (rubber)	750.00	40	30,000.00	10	7,500.00	10	7,500.00	10	7,500.00	10	7,500.00
	* Tarpaulin	1,000.00	20	20,000.00	5	5,000.00	5	5,000.00	5	5,000.00	5	5,000.00
	* Pictures & Developing of Pictures	500.00	12	6,000.00	6	3,000.00	-	-	6	3,000.00	-	-
	* Sepak Takraw Ball	500.00	10	5,000.00	5	2,500.00	-	-	5	2,500.00	-	-
	* Basketball Ring	1,000.00	12	12,000.00	3	3,000.00	3	3,000.00	3	3,000.00	3	3,000.00
	* Sepak Takraw Net	650.00	5	3,250.00	1	650.00	1	650.00	1	650.00	2	1,300.00
	* Badminton Racket	750.00	10	7,500.00	3	2,250.00	2	1,500.00	2	1,500.00	3	2,250.00
	* Shuttle Cock	90.00	15	1,350.00	2	450.00	2	450.00	-	-	2	450.00
	* Medals	30.00	200	6,000.00	100	3,000.00	20	600.00	20	600.00	60	1,800.00
	* Trophy	700.00	60	42,000.00	30	21,000.00	10	7,000.00	10	7,000.00	10	7,000.00
	* Certificate Frames	180.00	50	9,000.00	20	3,600.00	10	1,800.00	10	1,800.00	10	1,800.00
	* Chess Clock	2,800.00	4	11,200.00	1	2,800.00	1	2,800.00	1	2,800.00	1	2,800.00
	* Chess Board	800.00	10	8,000.00	3	2,400.00	2	1,600.00	2	1,600.00	3	2,400.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


GLENN Z. AYTONA

(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: SUPPORT SERVICES (1022)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 14,400.00								
	* Reimbursement of Toll and Parking Fees and Per Diem				As the need arises and upon approval of travel order							
2	TRAINING and SEMINAR EXPENSES			Php 24,000.00								
	* Payment of Air Fare, Registration Fees and Hotel Accommodation during seminar				As the need arises and upon approval of travel order							
3	OFFICE SUPPLIES EXPENSES			Php 18,000.00								
	* Glass Cleaner	90.00	10	900.00	3	270.00	2	180.00	2	180.00	3	270.00
	* Air Freshner	190.00	10	1,900.00	3	570.00	2	380.00	2	380.00	3	570.00
	* Furniture Cleaner	285.00	10	2,850.00	3	855.00	2	570.00	2	570.00	3	855.00
	* Muriatic Acid	85.00	10	850.00	3	255.00	2	170.00	2	170.00	3	255.00
	* Albatross	30.00	60	1,800.00	15	450.00	15	450.00	15	450.00	15	450.00
	* Toilet Paper	12.00	100	1,200.00	25	300.00	25	300.00	25	300.00	25	300.00
	* Dishwashing Liquid	65.00	12	780.00	3	195.00	3	195.00	3	195.00	3	195.00
	* Dust Pan	60.00	4	240.00	2	120.00	-	-	2	120.00	-	-
	* Broom	150.00	8	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00
	* Garbage Bin	100.00	10	1,000.00	3	300.00	2	200.00	2	200.00	3	300.00
	* Garbage Bag	70.00	10	700.00	3	210.00	2	140.00	2	140.00	3	210.00
	* Fastener	35.00	5	175.00	2	70.00	1	35.00	1	35.00	1	35.00
	* Ballpen	12.00	150	1,800.00	40	480.00	35	420.00	35	420.00	40	480.00
	* Pencil	5.00	40	200.00	10	50.00	10	50.00	10	50.00	10	50.00
	* Stabilo Boss	35.00	40	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00
	* Marker	45.00	20	900.00	5	225.00	5	225.00	5	225.00	5	225.00
	* Ash Tray	60.00	4	250.00	1	60.00	1	60.00	1	60.00	1	60.00
4	OTHER SUPPLIES EXPENSES			Php 6,000.00								
	* Stand Fan	2,000.00	1	2,000.00	1	2,000.00	-	-	-	-	-	-
	* Monobloc Chair	500.00	8	4,000.00	8	4,000.00	-	-	-	-	-	-
5	MEMBERSHIP DUES and CONTIBUTION TO ORGANIZATION			Php 12,000.00								
	* Payment of membership and annual dues				As the need arises / upon approval of Purchase Request							
6	POSTAGE and DELIVERIES			Php 2,400.00								
	* Purchase of Stamps				As the need arises and upon approval of travel order							
	* Payment of Fax Fee / LBC											

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


EUGENIA D. ZAPATA
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: SUPPORT SERVICES (1022)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
7	TELEPHONE EXPENSES - LANDLINE			Php 12,000.00										
	* Payment of Telephone Bill		Monthly Bill		-	3,000.00	-	3,000.00	-	3,000.00	-	3,000.00		3,000.00
8	PRINTING and BINDING EXPENSES			Php 30,000.00										
	* Photocopy of Official Documents				As the need arises / upon approval of Purchase Request									
	* Printing and Binding of Tax Code													
9	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php 12,000.00										
	* Cleaning of ACU	1,200.00	6	7,200.00	3	3,600.00	-	-	3	3,600.00	-	-		-
	* Repair of Typewriter and Other Office Equipment			4,800.00	As the need arises / upon approval of Purchase Request									
10	REPAIRS and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 12,000.00										
	* Repair of Computer, Xerox Machine & Printer				As the need arises / upon approval of Purchase Request									
11	OTHER MAINTENANCE and OPERATING EXPENSES			Php 14,000.00										
	* Catering Services			14,000.00		3,500.00		3,500.00		3,500.00		3,500.00		3,500.00
TOTAL				PHP 156,800.00										

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


EUGENIA D. ZAPATA
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: HUMAN RESOURCE MANAGEMENT (1032)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	TRAVEL EXPENSES			Php 20,000.00									
	* Payment of Travelling Expenses and Per Diem				As the need arises and upon approval of travel order								
2	TRAINING and SCHOLARSHIP EXPENSES			Php 12,000.00									
	* Payment of Registration Fees, Air Fare and Hotel Accommodation during Seminar				As the need arises and upon approval of travel order								
3	OFFICE SUPPLIES EXPENSES			Php 22,000.00									
	* Ink Cartridge #40	1,100.00	4	4,400.00	-	-	4	4,400.00	-	-	-	-	-
	* Ink Cartridge #41	1,300.00	4	5,200.00	-	-	2	2,600.00	2	2,600.00	-	-	-
	* Ink Cartridge #810	890.00	5	4,450.00	3	2,670.00	2	1,780.00	-	-	-	-	-
	* Ink Cartridge #811	1,090.00	5	5,450.00	3	3,270.00	-	-	2	2,180.00	-	-	-
	* Epson Ink - L210	1,800.00	3	5,400.00	2	3,600.00	-	-	1	1,800.00	-	-	-
	* Ribbon, EPSON #8750	76.75	10	767.50	5	383.75	-	-	5	383.75	-	-	-
	* Long Bond, Eagle 80 GSM	112.84	8	902.72	4	451.36	-	-	4	451.36	-	-	-
	* Short Bond Paper, 80 GSM	102.86	6	617.16	-	-	3	308.58	3	308.58	-	-	-
	* Expanding Folder, Long, Green	28.00	50	1,400.00	-	-	50	1,400.00	-	-	-	-	-
	* Envelope Mailing, White, Long 70 GSM	131.96	1	131.96	1	131.96	-	-	-	-	-	-	-
	* Flash Drive 16 gb	210.02	2	420.04	2	420.04	-	-	-	-	-	-	-
	* Sign Pen Black	44.01	6	264.06	3	132.03	-	-	3	132.03	-	-	-
	* Ballpen (12 Black, 6 Blue, 6 Red)	5.00	24	120.00	24	120.00	-	-	-	-	-	-	-
	* Marker, Permanent, Chisel Type	11.68	4	46.72	4	46.72	-	-	-	-	-	-	-
	* Paper Clip, Plastic Coat, 50mm	13.52	2	27.04	2	27.04	-	-	-	-	-	-	-
	* Correction Tape	13.00	10	130.00	6	78.00	-	-	4	52.00	-	-	-
	* Clip Backfold 32mm	20.68	4	82.72	2	41.36	-	-	2	41.36	-	-	-
	* Clip Backfold 65mm	10.92	4	43.68	-	-	4	43.68	-	-	-	-	-
	* Scotch Tape, 1 inch	15.08	6	90.48	6	90.48	-	-	-	-	-	-	-
	* Fastener, Apple	54.45	4	217.80	4	217.80	-	-	-	-	-	-	-
	* Staple Wire #35	19.21	4	76.84	4	76.84	-	-	-	-	-	-	-
4	OTHER SUPPLIES EXPENSES			Php 6,000.00									
	* Air Freshner	89.44	4	357.76	1	89.44	1	89.44	1	89.44	1	89.44	89.44
	* Alcohol	38.22	32	1,223.04	8	305.76	8	305.76	8	305.76	8	305.76	305.76
	* Detergent Powder	22.36	4	89.44	1	22.36	1	22.36	1	22.36	1	22.36	22.36

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


FE DELOS REYES

(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u> 1 </u> of <u> 3 </u> pages
Department / Office: HUMAN RESOURCE MANAGEMENT (1032)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	* Glass / Furniture Cleaner	98.80	4	395.20	1	98.80	1	98.80	1	98.80	1	98.80
	* Rug	41.60	4	166.40	1	41.60	1	41.60	1	41.60	1	41.60
	* Tissue	72.80	8	582.40	2	145.60	2	145.60	2	145.60	2	145.60
	* Toilet Bowl Cleaner	47.84	4	191.36	1	47.84	1	47.84	1	47.84	1	47.84
5	TELEPHONE EXPENSES			Php 12,000.00								
	* Payment of Telephone Bill		Monthly Bill			3,000.00		3,000.00		3,000.00		3,000.00
6	INTERNET EXPENSES			Php 12,000.00								
	* Internet Supplies		Monthly Bill			3,000.00		3,000.00		3,000.00		3,000.00
7	MEMBERSHIP DUES and CONTRIBUTION TO ORGANIZATION			Php2,000.00								
	* Payment of Annual Dues and Membership Fees				As the need arises and upon approval of Purchase Request							
8	PRINTING and BINDING EXPENSES			Php 6,000.00								
	* Photocopy of Official Documents				As the need arises and upon approval of Purchase Request							
	* Ringbinding of Reports											
9	SUBSCRIPTION EXPENSES			Php 8,000.00								
	* Payment of Newspaper		One Newspaper Daily			2,000.00		2,000.00		2,000.00		2,000.00
10	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php 6,000.00								
	* Repair and Cleaning of ACU	1,200.00	4	4,800.00	2	2,400.00		2,400.00	2	2,400.00		
	* Repair of Office Equipment			1,200.00	As the need arises and upon approval of Purchase Request							
11	REPAIRS and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 12,000.00								
	* Repair of Computer , Printer				As the need arises and upon approval of Purchase Request							
12	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 6,000.00								
	* Meals / Snacks during meetings				As the need arises and upon approval of Purchase Request							
TOTAL				PHP 124,000.00								

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


FE DELOS REYES
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**


Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: MPDC (1041)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 30,000.00								
	* Reimbursement of Toll and Parking Fees and Per Diem				As the need arises and upon approval of travel order							
2	TRAINING and SEMINAR EXPENSES			Php 30,000.00								
	* Payment of Air Fare, Registration Fees and Hotel Accommodation during seminar				As the need arises and upon approval of travel order							
3	OFFICE and OTHER SUPPLIES EXPENSES			Php 30,000.00								
	* CD Re-writable	19.96	20	399.20	20	399.20	-	-	-	-	-	-
	* Flash Drive, 8 GB, USB 2.0 plug and Play	468.00	3	141.00	3	1,404.00	-	-	-	-	-	-
	* Ink Cartridge #703 Black	480.00	8	3,840.00	-	-	-	-	4	1,920.00	4	1,920.00
	* Ink Cartridge #703 Tri-Color	480.00	7	3,360.00	4	1,920.00	-	-	3	1,440.00	-	-
	* Ink for EPSON T6641 Black	500.00	8	4,000.00	4	2,000.00	-	-	2	1,000.00	2	1,000.00
	* Ink for EPSON T6642 Cyan	500.00	4	2,000.00	2	1,000.00	-	-	2	1,000.00	-	-
	* Ink for EPSON T6643 Magenta	500.00	4	2,000.00	2	1,000.00	-	-	2	1,000.00	-	-
	* Ink for EPSON T6644 Yellow	500.00	4	2,000.00	2	1,000.00	-	-	2	1,000.00	-	-
	* Air Freshner 280ml/can	92.56	2	185.12	2	185.12	-	-	-	-	-	-
	* Alcohol	37.70	12	452.40	6	226.20	-	-	3	113.10	3	113.10
	* Clip Backfold, 50mm, 125/box	43.68	1	43.68	1	43.68	-	-	-	-	-	-
	* Clip Backfold, 25mm, 125/box	15.60	1	15.60	1	15.60	-	-	-	-	-	-
	* Columnar Notebook 6 Columns	19.64	2	39.28	2	39.28	-	-	-	-	-	-
	* Correction Fluid / Correction Tape	9.82	12	117.84	6	58.92	-	-	6	58.92	-	-
	* File Folder Red	76.95	50	2,847.50	30	2,308.50	10	769.50	10	769.50	-	-
	* Folder, Tagboard Legal Size 100's/box	413.92	4	1,655.68	2	827.84	-	-	2	827.84	-	-
	* Folder, Tagboard A4 Size 100's/box	253.76	2	507.52	1	253.76	-	-	1	253.76	-	-
	* Marker, Fluorescent, 3 Color/set	41.60	2	83.20	2	83.20	-	-	-	-	-	-
	* Marker Permanent Black	13.50	12	162.00	6	81.00	-	-	6	81.00	-	-
	* Notebook, Stenographer's, 40 Leaves	7.49	6	44.94	6	44.94	-	-	-	-	-	-
	* Paper Bond Premium Grade A4	104.80	20	2,096.00	10	1,048.00	-	-	5	524.00	5	524.00
	* Paper Bond Premium Grade Legal	83.08	6	498.48	3	249.24	-	-	3	249.24	-	-
	* Paper Fastener	83.08	6	498.48	3	249.24	-	-	3	249.24	-	-
	* Pencil Lead w/ Eraser	24.89	4	99.56	2	49.78	-	-	2	49.78	-	-
	* Record Book 300 pages	52.00	4	208.00	2	104.00	-	-	2	104.00	-	-
	* Sign Pen Black	41.48	27	119.96	9	373.32	-	-	9	373.32	9	373.32

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


MIGUEL E. DUMAN
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **MPDC (1041)**


Regular Contingency Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
3	* Sign Pen Blue	41.48	12	497.76	6	248.88	-	-	6	248.88	-	-
	* Staple Wire	25.98	8	207.84	4	103.92	-	-	2	51.96	2	51.96
	* Tape Transparent	10.87	12	130.44	6	65.22	-	-	3	32.61	3	32.61
	* Toilet Tissue	61.15	12	733.80	6	366.90	-	-	3	183.45	3	183.45
	* Door Closer Yale	750.00	1	750.00	1	750.00	-	-	-	-	-	-
	* Glue, All Purpose	45.76	3	137.28	2	91.52	-	-	1	45.76	-	-
	* Cutter Blade	10.40	1	10.40	1	10.40	-	-	-	-	-	-
	* Cuuter Heavy Duty	27.04	3	81.12	3	81.12	-	-	-	-	-	-
	* Tape Electrical	18.20	1	18.20	1	18.20	-	-	-	-	-	-
4	TEXTBOOKS & INSTRUCTION MATERIALS			Php 5,000.00								
5	OTHER SUPPLIES EXPENSES			Php 6,000.00								
	* Bathroom Soap	14.56	12	174.72	3	43.68	3	43.68	3	43.68	3	43.68
	* Detergent Powder, Joy Ultra	17.16	4	68.64	2	34.32	-	-	1	17.16	1	17.16
	* Furniture Cleaner	112.32	4	449.28	2	224.64	-	-	2	224.64	-	-
	* Rag Cotton	43.68	2	87.36	1	43.68	-	-	1	43.68	-	-
	* Scouring Pad / Scotch Brite	131.96	1	131.96	-	-	-	-	-	-	-	-
	* Trashbag, Plastic Black	103.79	1	103.79	1	103.79	-	-	-	-	-	-
	* Chair Monobloc	239.20	6	1435.2	6	1,435.20	-	-	-	-	-	-
6	TELEPHONE EXPENSES - LANDLINE			Php 45,000.00								
	a. Payment of Telephone Bill		Monthly Bill		-	11,250.00	-	11,250.00	-	11,250.00	-	11,250.00
7	MEMBERSHIP DUES and CONTRIBUTION TO ORGANIZATION			Php 12,000.00								
	a. Payment of membership and annual dues				As the need arises / upon approval of Purchase Request							
8	PRINTING and BINDING EXPENSES			Php 6,000.00								
	a. Photocopy of Official Documents				As the need arises / upon approval of Purchase Request							
	b. Ringbinding of Reports											
9	SUBSCRIPTION EXPENSES			Php 12,000.00								
	a. Payment of Newspaper		One Newspaper Daily		-	3,000.00	-	3,000.00	-	3,000.00	-	3,000.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


MIGUEL E. DUMAN
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

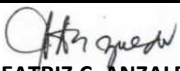
Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: LOCAL CIVIL REGISTRAR (1051)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 45,000.00								
	* Payment of Travelling Expenses and Per Diem				As the need arises and upon approval of travel order							
2	TRAINING and SCHOLARSHIP EXPENSES			Php 38,000.00								
	* Payment of Registration Fees, Air Fare and Hotel Accommodation during Seminar				As the need arises and upon approval of travel order							
3	OFFICE SUPPLIES EXPENSES			Php 90,000.00								
	* Mun. Form No. 102 (Birth)	305.00	35	10,675.00	10	3,050.00	10	3,050.00	10	3,050.00	5	1,525.00
	* Mun. Form No. 103 (Death)	305.00	5	1,525.00	5	1,525.00	-	-	-	-	-	-
	* Form No. 90	305.00	5	1,525.00	-	-	5	1,525.00	-	-	-	-
	* Bond Paper Short	121.18	30	3,372.60	5	605.90	5	605.90	5	605.90	-	605.90
	* Bond Paper Long	112.42	20	2,423.60	10	1,124.20	10	1,124.20	10	1,124.20	-	-
	* Folder Long / Ordinary & Expandable	236.08	100	236.08	100	236.20	-	-	-	-	-	-
	* Envelope Long, Brown . Expandable	3.00	40	120.00	20	60.00	20	60.00	-	-	-	-
	* Sign Pen	42.52	56	2,381.12	14	595.28	14	595.28	14	595.28	14	595.28
	* Ball pen	5.00	96	480.00	24	120.00	24	120.00	24	120.00	24	120.00
	* Correction Fluid	15.00	16	240.00	4	60.00	4	60.00	4	60.00	4	60.00
	* Correction Tape	12.00	40	480.00	10	120.00	10	120.00	10	120.00	10	120.00
	* Stapler with Remover	500.00	3	1,500.00	1	500.00	2	1,000.00	-	-	-	-
	* Staple Wire	20.00	15	300.00	5	100.00	5	100.00	5	100.00	-	-
	* Fastener	70.00	8	560.00	2	140.00	2	140.00	2	140.00	2	140.00
	* Marker Pen	17.00	12	204.00	-	-	4	68.00	4	68.00	4	68.00
	* Scotch Tape	15.00	24	360.00	-	-	8	120.00	8	120.00	8	120.00
	* Masking Tape	45.00	18	810.00	-	-	6	270.00	6	270.00	6	270.00
	* Tissue Paper	75.00	32	2,400.00	8	600.00	8	600.00	8	600.00	8	600.00
	* Drawer Lock	45.00	4	180.00	4	180.00	-	-	-	-	-	-
	* Data File Box	62.00	22	1,364.00	11	682.00	-	-	11	682.00	-	-
	* Data Folder	66.00	32	2,112.00	16	1,056.00	-	-	16	1,056.00	-	-
	* Pencil	3.00	10	30.00	5	15.00	-	-	5	15.00	-	-
	* Binder Clip	150.00	2	300.00	2	300.00	-	-	-	-	-	-
	* Text Book	1,000.00	2	2,000.00	2	2,000.00	-	-	-	-	-	-
	* Scissor	13.00	4	52.00	4	52.00	-	-	-	-	-	-
	* Alcohol	38.22	32	1,223.04	8	305.76	8	305.76	8	305.76	8	305.76

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


BEATRIZ C. ANZALDO
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: LOCAL CIVIL REGISTRAR (1051)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
3	* Air Freshner	90.00	9	810.00	4	360.00	-	-	5	450.00	-	-
	* Glass Cleaner	120.00	6	720.00	3	360.00	-	-	3	360.00	-	-
	* Computer Ink	1,500.00	36	54,000.00	9	13,500.00	9	13,500.00	9	13,500.00	9	13,500.00
	* Eye Screen Protector	350.00	1	350.00	1	350.00	-	-	-	-	-	-
	* Type Writer Ribbon	15.60	2	31.20	2	31.20	-	-	-	-	-	-
	* Battery	20.12	6	120.72	3	60.36	-	-	3	60.36	-	-
	* Paper Clip	17.68	6	106.08	3	53.04	-	-	3	53.04	-	-
	* Puncher	150.00	3	450.00	3	450.00	-	-	-	-	-	-
	* Plastic Cover	562.00	1	562.00	1	562.00	-	-	-	-	-	-
	* Ledger	50.00	2	100.00	2	100.00	-	-	-	-	-	-
	* Log Book	49.00	11	539.12	6	294.56	-	-	-	-	5	244.44
	* Carbon Paper	300.00	2	600.00	1	300.00	-	-	-	-	1	300.00
	* USB 16 GB	504.40	4	2,017.60	-	-	2	1,008.80	-	-	2	1,008.80
	* Stamp Pad Ink	22.00	3	66.00	-	-	2	44.00	-	-	1	22.00
	* Stamp Pad	20.00	2	40.00	2	40.00	-	-	-	-	-	-
	* Calculator	180.00	2	360.00	2	360.00	-	-	-	-	-	-
	* Computer Ribbon	150.00	5	750.00	3	450.00	-	-	2	300.00	-	-
	* UPS	1,500.00	4	6,000.00	2	3,000.00	2	3,000.00	-	-	-	-
	* Hard Disk Drive	6,000.00	1	6,000.00	1	6,000.00	-	-	-	-	-	-
	* Office Chair	2,500.00	6	15,000.00	-	-	-	-	-	-	6	15,000.00
	* 1 Set Computer	48,000.00	1	48,000.00	1	48,000.00	-	-	-	-	-	-
	* Printer with Scanner (Contineous Ink)	9,500.00	1	9,500.00	1	9,500.00	-	-	-	-	-	-
	* Filing Cabinet	35,000.00	1	35,000.00	1	35,000.00	-	-	-	-	-	-
4	OTHER SUPPLIES EXPENSES			Php 12,000.00								
	* Air Freshner	89.44	12	1,073.28	3	268.32	3	268.32	3	268.32	3	268.32
	* Detergent Powder	22.36	6	134.16	2	44.72	1	22.36	2	44.72	1	22.36
	* Glass Cleaner	98.80	12	1,185.60	3	296.40	3	296.40	3	296.40	3	296.40
	* Furniture Cleaner	93.60	12	1,123.20	3	280.80	3	280.80	3	380.80	3	280.80
	* Alcohol	38.22	10	382.20	3	114.66	2	76.44	3	114.66	2	76.44
	* Dishwashing Liquid	70.00	6	420.00	3	210.00	-	-	3	210.00	-	-
	* Scotch Brite	25.00	12	300.00	3	75.00	3	75.00	3	75.00	3	75.00
	* Baygon	200.00	3	600.00	2	400.00	-	-	1	200.00	-	-
	* Cups & Saucer	350.00	1	350.00	1	350.00	-	-	-	-	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

Beatriz C. Anzaldo
BEATRIZ C. ANZALDO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

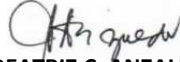
Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: LOCAL CIVIL REGISTRAR (1051)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
4	* Fork & Spoon	350.00	1	<i>350.00</i>	1	350.00	-	-	-	-	-	-
	* Dish Drainer	1,000.00	1	<i>1,000.00</i>	1	1,000.00	-	-	-	-	-	-
	* Rice Cooker	1,000.00	1	<i>1,000.00</i>	1	1,000.00	-	-	-	-	-	-
	* Drawer Lock	100.00	5	<i>500.00</i>	-	-	5	500.00	-	-	-	-
	* Tornado Mop	1,000.00	1	<i>1,000.00</i>	-	-	-	-	1	1,000.00	-	-
	* Christmas Décor	1,000.00	1	<i>1,000.00</i>	-	-	-	-	-	-	1	1,000.00
	* Office Curtain	1,500.00	1	<i>1,500.00</i>	-	-	1	1,500.00	-	-	-	-
5	POSTAGE and DELIVERIES			Php 2,000.00								
	* Purchase of Stamps				As the need arises and upon approval of travel order							
	* Payment of Fax Fee / LBC											
6	TELEPHONE EXPENSES - Landline			Php 40,000.00								
	* Payment of Telephone Bill		Monthly Bill		-	9,000.00	-	9,000.00	-	9,000.00	-	9,000.00
7	MEMBERSHIP DUES and CONTIBUTION TO ORGANIZATION			Php 6,000.00								
	* Payment of membership and annual dues				As the need arises / upon approval of Purchase Request							
8	PRINTING and BINDING EXPENSES			Php 6,000.00								
	* Photocopy of Official Documents				As the need arises / upon approval of Purchase Request							
	* Ringbinding of Reports											
9	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php 8,000.00								
	* Cleaning of ACU	1,200.00	4	<i>4,800.00</i>	2	2,400.00	-	-	2	2,400.00	-	-
	* Repair of Typewriter and Other Office Equipment			<i>3,200.00</i>	As the need arises / upon approval of Purchase Request							
10	REPAIRS and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 16,000.00								
	* Repair of Computer and Printer				As the need arises / upon approval of Purchase Request							
11	OTHER MAINTENANCE and OPERATING EXPENSES			Php 37,000.00								
	* Water Dispenser				As the need arises / upon approval of Purchase Request							
	* Tarpaulin											
	* Registry Books											
	* Hire of Tables and Chairs											

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


BEATRIZ C. ANZALDO
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: BUDGET OFFICE (1017)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 50,000.00								
	* Reimbursement of Travelling Expenses and Per Diem				As the need arises and upon approval of Travel Order							
2	TRAINING and SCHOLARSHIP EXPENSES			Php 45,000.00								
	* Payment of Registration Fees and Hotel Accommodation during Seminar				As the need arises and upon approval of Travel Order							
3	OFFICE SUPPLIES EXPENSES			Php 65,000.00								
	* Ballpen - Black	400.00	2	800.00	1	400.00	-	-	1	400.00	-	-
	* Bond Paper a4	112.42	12	1,349.04	3	337.26	4	449.68	3	337.26	2	224.84
	* Bond Paper - Legal	121.18	30	3,635.40	6	727.08	6	727.08	12	1,454.16	6	727.08
	* Correction Tape	13.00	12	156.00	3	39.00	3	39.00	3	39.00	3	39.00
	* Calculator	200.00	1	200.00	1	200.00	-	-	-	-	-	-
	* Data File Box	57.20	12	686.40	-	-	12	686.40	-	-	-	-
	* Fastener	54.45	4	217.80	1	54.45	1	54.45	1	54.45	1	54.45
	* Folder Long	216.91	5	1,084.55	2	433.82	1	216.91	1	216.91	1	216.91
	* Ink Cartridge - Canon 810	900.00	19	17,100.00	6	5,400.00	4	3,600.00	4	3,600.00	5	4,500.00
	* Ink Cartridge - Canon 811	1,050.00	6	6,300.00	2	2,100.00	1	1,050.00	1	1,050.00	2	2,100.00
	* Ink Cartridge - Canon 88	780.00	15	11,700.00	3	2,340.00	3	2,340.00	6	4,680.00	3	2,340.00
	* Ink Cartridge - Canon 98	880.00	6	5,280.00	2	1,760.00	1	880.00	2	1,760.00	1	880.00
	* Continuous Ink	1,000.00	1	1,000.00	1	1,000.00	-	-	-	-	-	-
	* Paper Clip	6.00	4	24.00	1	6.00	1	6.00	1	6.00	1	6.00
	* Paper Clip Backfold	16.74	2	33.48	1	16.74	-	-	1	16.74	-	-
	* Pentel Pen Black	11.84	12	142.08	6	71.04	-	-	6	71.04	-	-
	* Record Book	49.92	5	249.60	5	249.60	-	-	-	-	-	-
	* Scotch Tape Transparent	15.08	30	452.40	10	150.80	8	120.64	8	120.64	4	60.30
	* Stabilo	36.92	4	147.68	2	73.84	-	-	2	73.84	-	-
	* Adding Machine Tape	9.00	5	45.00	5	45.00	-	-	-	-	-	-
	* Staple Wire	19.21	4	76.84	1	19.21	1	19.21	1	19.21	1	19.21
	* Staple w/ Remover	500.00	1	500.00	1	500.00	-	-	-	-	-	-
	* Rags	41.60	16	665.60	4	166.40	4	166.40	4	166.40	4	166.40
	* Tissue	72.80	16	1,164.80	4	291.20	4	291.20	4	291.20	4	291.20
	* Pencil	2.00	30	60.00	15	30.00	-	-	15	30.00	-	-
	* Eraser	2.48	12	29.76	12	29.76	-	-	-	-	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

BENEDICTA M. DE GUIA
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **BUDGET OFFICE (1017)**

Regular Contingency Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
3	* Liquid Eraser	20.00	2	40.00	2	40.00	-	-	-	-	-	-
	* Intermediate Pad	25.00	2	50.00	1	25.00	-	-	1	25.00	-	-
	* Cork Board	100.00	1	100.00	1	100.00	-	-	-	-	-	-
	* Expanding Folder	5.00	150	750.00	50	250.00	50	250.00	50	250.00	-	-
	* Alcohol	38.22	24	917.28	6	229.32	6	229.32	6	229.32	6	229.32
	* Signpen Black	44.17	12	530.04	4	176.68	4	176.68	4	176.68	-	-
	* Scissor (Heavy Duty)	20.00	4	80.00	-	-	4	80.00	-	-	-	-
	* Business Envelope Long	140.00	1	140.00	1	140.00	-	-	-	-	-	-
	* Blank Form 12 x 26	1,200.00	2	2,400.00	-	-	1	1,200.00	1	1,200.00	-	-
	* Ribbon Cartridge 2175	200.00	2	400.00	-	-	1	200.00	1	200.00	-	-
	* Bond w/ Logo (Short)	2,300.00	1	2,300.00	-	-	1	2,300.00	-	-	-	-
	* Battery AAA	25.00	4	100.00	4	100.00	-	-	-	-	-	-
	* Battery AAA	20.00	12	240.00	12	240.00	-	-	-	-	-	-
	* Logbook	50.00	6	300.00	3	150.00	-	-	3	150.00	-	-
	* Columnar Book	45.00	6	270.00	3	135.00	-	-	-	-	-	-
4	OTHER SUPPLIES EXPENSES			Php 15,000.00								
	* Air Freshner	94.00	12	1,128.00	6	564.00	3	282.00	3	282.00	-	-
	* Detergent Powder	28.00	7	196.00	5	140.00	1	28.00	1	28.00	-	-
	* Glass Cleaner	100.00	10	1,000.00	4	400.00	3	300.00	3	300.00	-	-
	* Furniture Cleaner	105.00	10	1,050.00	7	735.00	-	-	3	315.00	-	-
	* Kitchen Wares	2,000.00	1	2,000.00	1	2,000.00	-	-	-	-	-	-
	* Plastic Chair	250.00	6	1,500.00	-	-	6	1,500.00	-	-	-	-
	* Christmas Décor	250.00	4	1,000.00	-	-	-	-	4	1,000.00	-	-
	* Curtain	4,000.00	1	4,000.00	-	-	-	-	-	-	1	4,000.00
5	TELEPHONE EXPENSES - Landline			21,000.00								
	* Payment of Telephone Bill				-	3,000.00	-	3,000.00	-	3,000.00	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


BENEDICTA M. DE GUIA
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **BUDGET OFFICE (1017)**

Regular Contingency Total

Date Submitted: _____

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION															
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter									
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount								
6	MEMBERSHIP DUES and CONTIBUTION TO ORGANIZATION			Php 15,000.00																
	* Payment of membership and annual dues				As the need arises / upon approval of Purchase Request															
7	PRINTING and BINDING EXPENSES			Php 6,000.00																
	* Ringbinding of Annual Budget				As the need arises and upon approval of Purchase Request															
	* Photocopy of Official Documents																			
8	SUBSCRIPTION EXPENSES			Php 8,000.00																
	* Subscription of Newspaper	1 Newspaper Daily			-	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00						
9	REPAIR and MAINTENANCE - OFFICE EQUIPMENT			Php 8,000.00																
	* Cleaning of ACU	1,300.00	4	5,200.00	-	800.00	-	800.00	-	800.00	-	800.00	-	800.00						
	* Repair of Office Equipment			2,800.00	As the need arises and upon approval of Purchase Request															
10	REPAIR and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 12,000.00																
	* Repair of Computer and Printer				As the need arises and upon approval of Purchase Request															
11	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 15,000.00																
	* Laundry of Office Curtain	800.00	4	3,200.00	-	800.00	-	800.00	-	800.00	-	800.00	-	800.00						
	* Meals / Snacks during Meetings				As the need arises and upon approval of Purchase Request															
TOTAL				PHP 260,000.00																

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


BENEDICTA M. DE GUIA
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: ACCOUNTING SERVICES (1081)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 70,000.00								
	* Reimbursement of Travelling Expenses and Per Diem				As the need arises / upon approval of travel order							
2	TRAINING and ACHOLARSHIP EXPENSES			Php 60,000.00								
	* Payment of Air Fare, Registration Fee and Hotel Accommodation During Seminar				As the need arises / upon approval of travel order							
3	OFFICE SUPPLIES EXPENSES			Php 90,000.00								
	* Ballpen - Black	400.00	4	1,600.00	1	400.00	1	400.00	1	400.00	1	400.00
	* Ballpen - Blue	400.00	2	800.00	1	400.00	-	-	1	400.00	-	-
	* Bond Paper - A4	102.86	25	2,571.50	6	617.16	6	617.16	6	617.16	7	720.02
	* Bond Paper - Legal	112.84	25	2,821.00	6	677.04	6	677.04	6	677.04	7	789.88
	* Carbon Paper	253.92	1	253.92	-	-	-	-	1	253.92	-	-
	* Correction Tape	13.00	32	416.00	8	104.00	8	104.00	8	104.00	8	104.00
	* Data File Box	69.73	12	836.76	-	-	6	418.38	6	418.38	-	-
	* Envelope	175.00	1	175.00	1	175.00	-	-	-	-	-	-
	* Fastener	65.50	6	393.00	2	131.00	1	65.50	1	65.50	2	131.00
	* Data File Folder	68.64	8	549.12	4	274.56	-	-	4	274.56	-	-
	* Folder	299.98	1	299.98	1	299.98	-	-	-	-	-	-
	* Ink Cartridge - Canon 810	900.00	16	14,400.00	4	3,600.00	4	3,600.00	4	3,600.00	4	3,600.00
	* Ink Cartridge - Canon 811	1,050.00	4	4,200.00	1	1,050.00	1	1,050.00	1	1,050.00	1	1,050.00
	* Ink Cartridge - Canon 830	987.50	12	11,850.00	3	2,962.50	3	2,962.50	3	2,962.50	3	2,962.50
	* Ink Cartridge - Canon 831	1,295.00	4	5,180.00	1	1,295.00	1	1,295.00	1	1,295.00	1	1,295.00
	* Ink Cartridge - Epson L110	1,800.00	3	5,400.00	1	1,800.00	-	-	1	1,800.00	1	1,800.00
	* Ink Cartridge - Epson T210	1,800.00	3	5,400.00	1	1,800.00	-	-	1	1,800.00	1	1,800.00
	* Ink Cartridge - Epson L220	1,800.00	6	10,800.00	2	3,600.00	1	1,800.00	1	1,800.00	2	3,600.00
	* Clip Backfold 50mm	43.68	4	174.72	2	87.36	-	-	-	-	2	87.36
	* Paper Clip - 48 mm	13.52	5	67.60	2	27.04	-	-	-	-	3	40.56
	* Pentel Pen - Black	11.84	12	142.08	4	47.36	2	23.68	2	23.68	4	47.36
	* Pentel Pen Black	9.65	12	115.80	4	38.60	2	19.30	2	19.30	4	38.60
	* Pencil	19.62	1	19.62	1	19.62	-	-	-	-	-	-
	* Record Book - 300 Pages	60.32	6	361.92	-	-	-	-	-	-	6	361.92
	* Rubber Band (Big)	105.85	2	211.70	2	211.70	-	-	-	-	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


JOSEFA A. MENDOZA
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

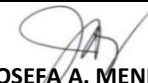
Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: ACCOUNTING SERVICES (1081)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
4	* Ruler (Plastic - 12 inches)	2.27	8	18.16	8	18.16	-	-	-	-	-	-
	* Scotch Tape - Transparent 1"	17.37	12	208.44	3	52.11	3	52.11	3	52.11	3	52.11
	* Stabilo	35.55	3	106.65	-	-	2	71.10	-	-	1	35.55
	* Staple Wire	18.92	20	378.40	5	94.60	5	94.60	5	94.60	5	94.60
	* Subsidiary Ledger Cover	75.00	16	1,200.00	16	1,200.00	-	-	-	-	-	-
	* General Ledger Cover	125.00	3	375.00	-	-	-	-	3	375.00	-	-
	* Expanded Envelope	35.03	10	350.30	10	350.30	-	-	-	-	-	-
	* Flash Drive	210.08	4	840.32	4	840.32	-	-	-	-	-	-
	* Puncher	114.28	2	228.56	2	228.56	-	-	-	-	-	-
	* Staple With Remover	92.23	3	276.69	3	276.69	-	-	-	-	-	-
	* Notepad, Stick-on 2x3	31.20	8	249.60	8	249.60	-	-	-	-	-	-
	* Pad Paper	18.26	2	36.52	2	36.52	-	-	-	-	-	-
	* Sign-pen Black	44.01	16	704.16	8	352.08	-	-	8	352.08	-	-
	* Calculator	142.36	2	284.72	-	-	2	284.72	-	-	-	-
5	OTHER SUPPLIES EXPENSES			Php 10,000.00								
	* Air Freshner	81.64	6	489.84	2	163.28	1	81.64	2	163.28	1	81.64
	* Alcohol	43.14	32	1,380.48	8	345.12	8	345.12	8	345.12	8	345.12
	* Detergent Powder	41.60	4	166.40	1	41.60	1	41.60	1	41.60	1	41.60
	* Glass / Furniture Cleaner	84.76	6	508.56	2	169.52	1	84.76	2	169.52	1	84.76
	* Rug	43.68	5	218.40	1	43.68	2	87.36	1	43.68	1	43.68
	* Tissue	75.57	10	755.70	3	226.71	2	151.14	3	226.71	2	151.14
	* Toilet Bowl Cleaner	47.84	4	191.36	1	47.84	1	47.84	1	47.84	1	47.84
	* Trash Can with Cover	60.00	8	480.00	-	-	8	480.00	-	-	-	-
	* Bath Soap	24.50	8	196.00	2	49.00	2	49.00	2	49.00	2	49.00
	* Broom	104.00	1	104.00	1	104.00	-	-	-	-	-	-
	* Computer Brush	35.00	2	70.00	2	70.00	-	-	-	-	-	-
	* Toilet Deodorant Cake	23.50	4	94.00	1	23.50	1	23.50	1	23.50	1	23.50
6	TELEPHONE EXPENSES (LANDLINE)			Php 25,000.00								
	* Payment of Telephone Expenses				-	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00
7	MEMBERSHIP DUES and CONTRIBUTION TO ORGANIZATION			Php 12,000.00								
	* Payment of Membership Fees and Annual Dues				-	12,000.00	-	-	-	-	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


JOSEFA A. MENDOZA
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u> 1 </u> of <u> 3 </u> pages
Department / Office: ACCOUNTING SERVICES (1081)	Regular	Date Submitted: _____
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
8	PRINTING and BINDING EXPENSES			Php 20,000.00										
	* Printing of Accounting Forms				-	5,000.00	-	5,000.00	-	5,000.00	-	5,000.00		
9	AUDITING SERVICES			Php 40,000.00										
	* Payment of audit - related services e. g. travelling expenses and per diem, office supplies and equipment				As the need arises / upon approval of Purchase Request									
10	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php10,000.00										
	* Cleaning of ACU	1,200.00	4	4,800.00	2	2,400.00	-	-	2	2,400.00	-	-		
	* Repair of Office Equipment			5,200.00	As the need arises / upon approval of Purchase Request									
11	REPAIRS and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 10,000.00										
	* Repair of Computer and Printer				As the need arises / upon approval of Purchase Request									
12	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 5,000.00										
	* Office Chairs			5,000.00		5,000.00								
TOTAL				PHP 352,000.00										

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


JOSEFA A. MENDOZA
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: MUNICIPAL TREASURER OFFICE (1091)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 100,000.00								
	* Reimbursement of Travelling Expenses and Per Diem				As the need arises and upon approval of Travel Order							
2	TRAINING EXPENSES			Php 70,000.00								
	* Payment of Air Fare, Registration Fees and Hotel Accommodation				As the need arises and upon approval of Travel Order							
3	OFFICE SUPPLIES			Php 130,000.00								
	* Air Freshner	89.44	20	1,788.80	5	447.20	5	447.20	5	447.20	5	447.20
	* Alcohol	38.22	60	2,293.20	15	573.30	15	573.30	15	573.30	15	573.30
	* Battery Size AA	15.39	15	230.85	6	92.34	3	46.17	3	46.17	3	46.17
	* Broom Soft (Tambo)	120.00	6	720.00	2	240.00	1	120.00	2	240.00	1	120.00
	* Calculator Desktop	144.87	4	579.48	2	289.74	-	-	2	289.74	-	-
	* Carbon Film Legal	253.92	4	1,015.68	1	253.92	1	253.92	1	253.92	1	253.92
	* Clip Back Fold 32mm	20.68	4	82.72	1	20.68	1	20.68	1	20.68	1	20.68
	* CD Writable	17.42	10	174.20	5	87.10	-	-	5	87.10	-	-
	* Data File Box	57.20	10	572.00	10	572.00	-	-	-	-	-	-
	* Correction Tape	20.50	100	2,050.00	25	512.50	25	512.50	25	512.50	25	512.50
	* Cutter Heavy Duty	21.84	4	87.36	1	21.84	1	21.84	1	21.84	1	21.84
	* Envelope Documentary Legal	3.00	200	600.00	50	150.00	50	150.00	50	150.00	50	150.00
	* Envelope Expanding Plastic Legal	50.00	10	500.00	5	250.00	-	-	5	250.00	-	-
	* Envelope Mailing White	139.24	2	278.48	1	139.24	-	-	1	139.24	-	-
	* Envelope Mailing Window	190.84	4	763.36	1	190.84	1	190.84	1	190.84	1	190.84
	* Fastener	65.50	10	655.00	4	262.00	2	131.00	2	131.00	2	131.00
	* Flash Drive 16 Gig	504.40	6	3,026.40	2	1,008.80	2	1,008.80	-	-	2	1,008.80
	* Folder Tagboard Legal	236.08	2	472.16	1	236.08	-	-	1	236.08	-	-
	* Marker Permanent Black	11.84	24	284.16	10	118.40	4	47.36	6	71.04	4	47.36
	* Pad Paper Ruled	17.47	5	87.35	3	52.41	-	-	2	34.94	-	-
	* Paper Clip Jumbo	11.80	12	141.60	3	35.40	3	35.40	3	35.40	3	35.40
	* Paper Multi Copy A4	112.42	60	6,745.20	25	2,810.50	10	1,124.20	15	1,686.30	10	1,124.20
	* Paper Multi Copy Legal	121.18	55	6,664.90	25	3,029.50	10	1,211.80	10	1,211.80	10	1,211.80
	* Paper Mimeo Legal	106.50	10	1,065.00	5	532.50	-	-	5	532.50	-	-
	* Paper Mimeo A4	87.36	10	873.60	5	436.80	-	-	5	436.80	-	-
	* Paper Thermal	31.49	10	314.90	5	157.45	-	-	5	157.45	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


SOFIA R. TAGUIBAO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

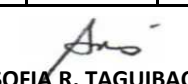
Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: MUNICIPAL TREASURER OFFICE (1091)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
3	* Pencil Lead with Eraser	2.00	24	48.00	12	24.00	-	-	12	24.00	-	-
	* Record Book 300 Pages	49.92	12	599.04	5	249.60	-	-	5	249.60	2	99.84
	* Ribbon for Manual Typewriter	15.60	20	312.00	5	78.00	5	78.00	5	78.00	5	78.00
	* Rubber Band	102.94	10	1,029.40	2	205.88	3	308.82	3	308.82	2	205.88
	* Scissors	12.77	20	255.40	5	63.85	5	63.85	5	63.85	5	63.85
	* Sign Pen Black	42.52	50	2,126.00	20	850.40	10	425.20	10	425.20	10	425.20
	* Stamp Pad	22.76	10	227.60	3	68.28	2	45.52	3	68.28	2	45.52
	* Stamp Pad Ink	22.88	12	274.56	3	68.64	3	68.64	3	68.64	3	68.64
	* Staple Wire	19.21	30	576.30	10	192.10	5	96.05	10	192.10	5	96.05
	* Stpale Wire Remover	500.00	4	2,000.00	2	1000.00	-	-	2	1000.00	-	-
	* Tape Transparent	15.08	40	603.20	10	150.80	10	150.80	10	150.80	10	150.80
	* Tape Packaging	20.00	4	80.00	2	40.00	-	-	2	40.00	-	-
	* Marker Flourescent Ass't	36.92	12	332.28	3	110.76	3	110.76	3	110.76	3	110.76
	* Adding Machine Tape	10.00	80	800.00	30	300.00	20	200.00	15	150.00	15	150.00
	* Ballpen Black	5.00	200	1,000.00	50	250.00	25	125.00	25	125.00	25	125.00
	* Ballpen Blue	5.00	80	400.00	20	100.00	20	100.00	20	100.00	20	100.00
	* Toilet Tissue	72.80	40	2,912.00	10	728.00	10	728.00	10	728.00	10	728.00
	* Ink Catridge Epson L110	1,800.00	8	14,400.00	2	3,600.00	2	3,600.00	2	3,600.00	2	3,600.00
	* Ink Catridge Epson L210	1,800.00	4	7,200.00	1	1,800.00	1	1,800.00	1	1,800.00	1	1,800.00
	* RPTAR	20.00	1000	20,000.00	1000	20,000.00	-	-	-	-	-	-
	* Report of Accountability for Accountable Forms	150.00	3	450.00	2	300.00	-	-	1	150.00	-	-
	* Report of Disbursement	150.00	25	3,750.00	10	1,500.00	5	750.00	5	750.00	5	750.00
	* RER	100.00	20	2,000.00	5	500.00	5	500.00	5	500.00	5	500.00
	* Bond Paper w/ Logo	2,300.00	4	9,200.00	2	4,600.00	1	2,300.00	1	2,300.00	-	-
	* Business Envelope w/ Logo	2,300.00	2	4,600.00	1	2,300.00	-	-	1	2,300.00	-	-
	* RIV	150.00	10	1,500.00	5	750.00	-	-	5	750.00	-	-
	* Sticker Paper	10.00	200	2,000.00	100	1,000.00	-	-	100	1,000.00	-	-
	* Columnar Notebook	70.00	5	350.00	5	350.00	-	-	-	-	-	-
	* Carbon Club	800.00	2	1,600.00	1	800.00	-	-	1	800.00	-	-
	* Calculator Heavy Duty	1,000.00	2	2,000.00	-	-	1	1,000.00	1	1,000.00	-	-
	* Ribbon Electric Typewriter	250.00	8	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


SOFIA R. TAGUIBAO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: MUNICIPAL TREASURER OFFICE (1091)	Regular	Date Submitted:
	Contingency	
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Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
4	ACCOUNTABLE FORMS			Php 100,000.00								
	* AF 51	121.00	300	<i>36,300.00</i>	100	12,100.00	100	12,100.00	100	12,100.00	-	-
	* AF 53	121.00	10	<i>1,210.00</i>	5	605.00	-	-	5	605.00	-	-
	* AF 54	135.30	9	<i>1,271.70</i>	6	811.80	-	-	3	405.90	-	-
	* AF 56	209.00	180	<i>37,620.00</i>	120	25,080.00	-	-	60	12,540.00	-	-
	* AF 58	71.50	9	<i>643.50</i>	6	429.00	-	-	3	214.50	-	-
	* CTC (Individual)	63.16	300	<i>18,948.00</i>	150	9,474.00	-	-	150	9,474.00	-	-
5	GASOLINE, OIL and LUBRICANTS EXPENSES			Php 200,000.00								
	* Purchase of Gasoline for Official Vehicle / SGB 508				-	50,000.00	-	50,000.00	-	50,000.00	-	50,000.00
6	OTHER SUPPLIES EXPENSES			Php 15,000.00								
	* Toilet Bowl Cleaner	47.84	40	<i>1,913.60</i>	10	478.40	10	478.40	10	478.40	10	478.40
	* Detergent Powder	22.36	40	<i>894.40</i>	10	223.60	10	223.60	10	223.60	10	223.60
	* Detergent Bar	17.32	40	<i>692.80</i>	10	173.20	10	173.20	10	173.20	10	173.20
	* Furniture Cleaner	98.80	40	<i>3,952.00</i>	10	998.00	10	998.00	10	998.00	10	998.00
	* Insecticide	114.40	20	<i>2,288.00</i>	5	572.00	5	572.00	5	572.00	5	572.00
	* Trash Bag	83.20	20	<i>1,664.00</i>	5	416.00	5	416.00	5	416.00	5	416.00
	* Mop Head	41.60	20	<i>832.00</i>	5	208.00	5	208.00	5	208.00	5	208.00
	* Rags	22.88	20	<i>457.60</i>	5	114.40	5	114.40	5	114.40	5	114.40
	* Bathroom Soap	120.00	18	<i>2,160.00</i>	6	720.00	4	480.00	4	480.00	4	480.00
7	POSTAGE and DELIVERIES			Php 15,000.00								
	* Purchase of Stamps				As the need arises and upon approval of Travel Order							
	* Fax Fee											
8	INTERNET / TELEPHONE EXPENSES - LANDLINE			Php 30,000.00								
	* Payment of Telephone Services		Monthly Bill		-	7,500.00	-	7,500.00	-	7,500.00	-	7,500.00
9	MEMBERSHIP DUES and CONTRIBUTION TO ORGANIZATION			Php 15,000.00								
	* Payment of Membership Fee / Annual Dues				As the need arises and upon approval of Purchase Request							
10	SUBSCRIPTION EXPENSES			Php 6,000.00								
	* Payment of Newspaper		1 Newspaper Daily		-	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


SOFIA R. TAGUIBAO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**


Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u> 1 </u> of <u> 3 </u> pages
Department / Office: MUNICIPAL TREASURER OFFICE (1091)	Regular	Date Submitted: _____
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Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
11	AUDITING SERVICES			Php 15,000.00									
	* Payment of Audit - related services e.g. travelling expenses and per diem, office supplies and equipment				As the need arises and upon approval of Purchase Request								
12	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php 10,000.00									
	* Cleaning of ACU	1,200.00	4	4,800.00	2	2,400.00	-	-	2	2,400.00	-	-	
	* Repair of Office Equipment			5,200.00	As the need arises and upon approval of Purchase Request								
13	REPAIRS and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 15,000.00									
	* Repair of Computer and Printer				As the need arises and upon approval of Purchase Request								
14	REPAIRS and MAINTENANCE - MOTOR VEHICLE			Php 150,000.00									
	* Labor and Materials for the Repair of Official Service Vehicle				As the need arises and upon approval of Purchase Request								
15	TAXES, DUTIES and LICENSES			Php 6,000.00									
	* Payment for the registration fee of vehicle				As the need arises and upon approval of Purchase Request								
16	FIDELITY BOND PREMIUM			Php 20,000.00									
	* Premium payment at Bureau of Treasurer / Premium of Bonded Officials and Employees				As the need arises and upon approval of Purchase Request								
17	INSURANCE EXPENSES			Php 12,000.00									
	* Payment of Insurance of Service Vehicle				As the need arises and upon approval of Purchase Request								
18	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 20,000.00									
	* Fax Fee	25.00	100	2,500.00									
	* Laundry of Curtain	1,000.00	4	4,000.00									
	* Catering Services			13,500.00	As the need arises and upon approval of Purchase Request								
19	CAPITAL OUTLAYS			Php 50,000.00									
	* Purchase of Furnitures and Fixtures / Swivel Chairs / Cabinet / Tables				50,000.00								
TOTAL				PHP 979,000.00									

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


SOFIA R. TAGUIBAO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: OFFICE OF THE MUNICIPAL ASSESSOR (1101)	Regular	Date Submitted: _____
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	TRAVEL EXPENSES			Php 100,000.00									
	* Payment of Travelling Expenses and Per Diem				As the need arises and upon approval of Travel Order								
2	TRAINING EXPENSES			Php 100,000.00									
	* Payment of Air Fare Tickets, Registration Fees and Hotel Accommodation during Seminar				As the need arises and upon approval of Travel Order								
3	OFFICE SUPPLIES EXPENSES			Php 96,000.00									
	* Ballpen Black	400.00	4	1,600.00	2	800.00	-	-	2	800.00	-	-	
	* Bond Paper a4	112.42	50	5,621.00	25	2,810.50	-	-	25	2,810.50	-	-	
	* Bond Paper Legal	121.18	70	8,482.60	20	2,423.60	10	1,211.80	20	2,423.60	20	2,423.60	
	* Correction Tape	39.75	20	795.00	10	397.50	-	-	10	397.50	-	-	
	* Data Folder	66.46	50	3,323.00	50	3,323.00	-	-	-	-	-	-	
	* Data File Box	57.20	50	2,860.00	50	2,860.00	-	-	-	-	-	-	
	* Fastener	54.45	4	217.64	4	217.64	-	-	-	-	-	-	
	* Folder Long Brown	3.25	100	325.00	100	325.00	-	-	-	-	-	-	
	* Epson L110 L210 (black & colored)	1,800.00	10	18,000.00	5	9,000.00	-	-	5	9,000.00	-	-	
	* Epson WF 7610 (black & colored)	1,800.00	10	18,000.00	5	9,000.00	-	-	5	9,000.00	-	-	
	* Brown Envelope with Plastic Cover	13.25	100	1,325.00	100	1,325.00	-	-	-	-	-	-	
	* Rubber Bond	102.94	2	205.88	1	102.94	-	-	1	102.94	-	-	
	* Log Book	92.50	50	4,625.00	50	4,625.00	-	-	-	-	-	-	
	* Stamp Pad	49.00	4	196.00	2	98.00	-	-	2	98.00	-	-	
	* Binder Clip	4.20	50	210.00	50	210.00	-	-	-	-	-	-	
	* Paper Clip	1.00	100	100.00	100	100.00	1	100.00	-	-	-	-	
	* Pentel Pen (black / blue / red)	37.00	10	370.00	10	370.00	-	-	-	-	-	-	
	* Scotch Tape Transparent	18.75	10	187.50	10	187.50	8	150.00	2	37.50	-	-	
	* Stabilo (green / blue / yellow / violet)	39.92	12	479.04	8	319.36	-	-	4	159.68	-	-	
	* Carbon Paper Long	290.87	4	1,163.48	4	1,163.48	-	-	-	-	-	-	
	* Staple Wire	38.00	12	230.52	3	57.69	3	57.63	3	57.63	3	57.63	
	* Comix Binding Machine	13,999.75	1	13,999.75	1	13,999.75	-	-	-	-	-	-	
	* Scissor	174.75	1	174.75	1	174.75	-	-	-	-	-	-	
	* Plastic Ruler	16.00	10	160.00	10	160.00	-	-	-	-	-	-	

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

MARIA ISABEL M. GAVINA
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: OFFICE OF THE MUNICIPAL ASSESSOR (1101)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
3	* Pencil	2.00	30	60.00	15	30.00	-	-	15	30.00	-	-
	* Eraser	2.48	24	59.52	12	39.76	-	-	2	29.76	-	-
	* Rubber Stamp	1,500.00	4	6,000.00	4	6,000.00	-	-	-	-	-	-
	* Intermediate Pad	25.00	4	100.00	2	50.00	-	-	2	50.00	-	-
	* Cork Board	100.00	1	100.00	1	100.00	-	-	-	-	-	-
	* Expanding Folder	32.25	100	3,225.00	25	125.00	25	125.00	50	250.00	-	-
	* Alcohol	38.22	24	917.28	6	229.32	6	229.32	6	229.32	6	229.32
	* Tissue Paper	38.22	24	917.28	6	229.32	6	229.32	6	229.32	6	229.32
	* Sign Pen Black	44.17	12	530.04	4	176.68	4	176.68	4	176.68	-	-
	* Scissors (Heavy Duty)	20.00	4	80.00	-	-	4	80.00	-	-	-	-
	* Business Envelope Long	140.00	4	560.00	2	280.00	-	-	2	280.00	-	-
	* Packing Tape (14 mx48mx10m)	50.00	5	250.00	5	250.00	-	-	-	-	-	-
	* Casio Calculator	500.00	1	500.00	1	500.00	-	-	-	-	-	-
4	POSTAGE and DELIVERIES			Php 6,000.00								
	* Purchase of Stamps				As the need arises and upon approval of Purchase Request							
5	TELEPHONE EXPENSES - LANDLINE			Php 34,000.00								
	* Payment of Telephone Bill		Monthly Bill		-	8,500.00	-	8,500.00	-	8,500.00	-	8,500.00
6	MEMBERSHIP DUES and CONTRIBUTION TO ORGANIZATION			Php 18,000.00								
	* Payment of Membership Dues Fees and Annual Dues				As the need arises and upon approval of Purchase Request							
7	ADVERTISING EXPENSES			Php 6,000.00								
	* Payment of Advertisement				As the need arises and upon approval of Purchase Request							
8	PRINTING and BINDING EXPENSES			Php 10,000.00								
	* Payment of Printed Forms				As the need arises and upon approval of Purchase Request							
9	SUBSCRIPTION EXPENSES			Php 6,000.00								
	* Payment of Newspaper		One Newspaper Daily		-	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00
10	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php 6,000.00								
	* Cleaning of Aircon	1,200.00	4	4,800.00	-	2,400.00	-	-	-	2,400.00	-	-
	* Repair of Office Equipment			1,200.00	As the need arises and up of Purchase Request							

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

MARIA ISABEL M. GAVINA
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: RURAL HEALTH UNIT (4411)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	TRAVEL EXPENSES			Php 250,000.00									
	a. Reimbursement of Travelling Expenses and Per Diem				As the need arises and upon approval of Travel Order								
					-	62,500.00	-	62,500.00	-	62,500.00	-	62,500.00	
2	TRAINING EXPENSES			Php 300,000.00									
	a. Program Based Training Expenses				As the need arises and upon approval of Training								
3	OFFICE SUPPLIES EXPENSES			Php 50,000.00									
	* Copying Paper Long	120.00	8	<i>960.00</i>	4	480.00	-	-	4	480.00	-	-	
	* Copying Paper Short	130.00	8	<i>1,040.00</i>	4	520.00	-	-	4	420.00	-	-	
	* Folder Long	220.00	4	<i>880.00</i>	4	880.00	-	-	-	-	-	-	
	* Record Book (500 leaves)	80.00	10	<i>800.00</i>	10	800.00	-	-	-	-	-	-	
	* Record Book (300 leaves)	74.50	10	<i>745.00</i>	10	745.00	-	-	-	-	-	-	
	* Ruler	4.50	20	<i>90.00</i>	20	90.00	-	-	-	-	-	-	
	* Pencil (mongol no. 2)	6.00	60	<i>360.00</i>	15	90.00	15	90.00	15	90.00	15	90.00	
	* Plastic Cover	535.00	1	<i>535.00</i>	1	535.00	-	-	-	-	-	-	
	* Correction Tape	25.00	20	<i>500.00</i>	5	125.00	5	125.00	5	125.00	5	125.00	
	* Staple Remover	11.00	15	<i>165.00</i>	15	165.00	-	-	-	-	-	-	
	* Stapler	300.00	2	<i>600.00</i>	2	600.00	-	-	-	-	-	-	
	* Stapler Wire	20.00	12	<i>240.00</i>	3	60.00	3	60.00	3	60.00	3	60.00	
	* File Case	150.00	8	<i>1,200.00</i>	4	600.00	4	600.00	-	-	-	-	
	* Brown Envelop Long	3.00	200	<i>600.00</i>	50	150.00	50	150.00	50	150.00	50	150.00	
	* Ballpen Black	10.00	60	<i>600.00</i>	15	150.00	15	150.00	15	150.00	15	150.00	
	* Pentelpen Broad Black	438.00	1	<i>438.00</i>	1	438.00	-	-	-	-	-	-	
	* Yellow Paper	25.00	20	<i>500.00</i>	5	125.00	5	125.00	5	125.00	5	125.00	
	* Paper Clip	7.00	1	<i>7.00</i>	1	7.00	-	-	-	-	-	-	
	* Mechanical Sharpener	500.00	1	<i>500.00</i>	1	500.00	-	-	-	-	-	-	
	* Ink Cartridge HP 703 Black	480.00	6	<i>2,880.00</i>	2	960.00	2	960.00	1	480.00	1	480.00	
	* Ink Cartridge HP 703 Colored	480.00	3	<i>1,440.00</i>	1	480.00	1	480.00	1	480.00	-	-	
	* Calculator	300.00	2	<i>600.00</i>	2	600.00	-	-	-	-	-	-	
	* Carbon Paper	66.50	1	<i>66.50</i>	1	66.50	-	-	-	-	-	-	
	* Columnar Notebook 22 columns	62.50	12	<i>750.00</i>	3	187.50	3	187.50	3	187.50	3	187.50	
	* Prescription Pad	80.00	20	<i>1,600.00</i>	5	400.00	5	400.00	5	400.00	5	400.00	
	* Treatment Record Pad	495.00	6	<i>2,970.00</i>	2	990.00	1	495.00	2	990.00	1	495.00	
	* Battery AA	50.00	10	<i>500.00</i>	6	300.00	-	-	4	200.00	-	-	

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ROBERT JOHN M. TURNO, M.D.
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: RURAL HEALTH UNIT (4411)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	* Zonrox (Liters)	31.75	6	190.50	2	63.50	2	63.50	1	31.75	1	31.75
	* Joy Dishwashing Liquid (250ml)	79.50	10	795.00	3	238.50	3	238.50	2	159.00	2	159.00
	* Safeguard White	26.00	19	494.00	5	130.00	5	130.00	5	130.00	4	104.00
	* Towel White (goodmorning)	20.00	1	240.00	3	60.00	3	60.00	3	60.00	3	60.00
	* Scotch Brite	18.00	12	216.00	3	54.00	3	54.00	3	54.00	3	54.00
	* Glass Cleaner	131.50	1	131.50	1	131.50	-	-	-	-	-	-
	* Baygon Spray (Big)	309.00	4	1,236.00	1	309.00	1	309.00	1	309.00	1	309.00
	* Lysol Spray (Big)	431.00	4	1,724.00	1	431.00	1	431.00	1	431.00	1	431.00
	* Match	14.00	10	140.00	3	42.00	2	28.00	3	42.00	2	28.00
	* Dipper	40.00	5	200.00	5	200.00	-	-	-	-	-	-
	* Trash Bag (small)	39.50	10	395.00	3	118.50	2	79.00	3	118.50	2	79.00
	* Tissue Paper	73.00	24	1,752.00	6	438.00	6	438.00	6	438.00	6	438.00
	* Sign Pen	45.00	21	945.00	6	270.00	5	225.00	5	225.00	5	225.00
	* Pencil Eraser	10.00	10	100.00	5	50.00	-	-	5	50.00	-	-
	* Typewriter Ribbon	30.00	6	180.00	3	90.00	-	-	3	90.00	-	-
	* Health Certificate Form	495.00	2	990.00	1	495.00	-	-	1	495.00	-	-
	* Sanitary Permit Form	25.00	400	10,000.00	-	-	-	-	-	-	400	10,000.00
	* NTP Treatment Card	10.00	200	2,000.00	100	1,000.00	-	-	100	1,000.00	-	-
	* Picture / Certificate Frame	100.00	10	1,000.00	5	500.00	-	-	5	500.00	-	-
	* Trash Can	185.00	5	925.00	5	925.00	-	-	-	-	-	-
	* Cartolina	5.00	20	100.00	5	25.00	5	25.00	5	25.00	5	25.00
	* Manila Paper	400.00	1	400.00	-	-	-	-	1	400.00	-	-
	* Medical Certificate	495.00	2	990.00	1	495.00	-	-	1	495.00	-	-
	* NTP Identification Card	10.00	100	1,000.00	-	-	50	500.00	-	-	50	500.00
	* Broom	150.00	2	300.00	1	150.00	-	-	1	150.00	-	-
	* Detergent Soap	25.00	4	100.00	1	25.00	1	25.00	1	25.00	1	25.00
	* Dust Pan	200.00	1	200.00	1	200.00	-	-	-	-	-	-
	* Detergent Soap Powder	11.19	8	89.52	4	44.75	-	-	4	45	-	-
	* Floor Map w/ squeezer	1,110.00	1	1,100.00	1	1,100.00	-	-	-	-	-	-
	* Muriatic Acid	300.00	1	300.00	1	300.00	-	-	-	-	-	-
	* Toilet Bowl Brush	40.00	5	200.00	5	200.00	-	-	-	-	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

ROBERT JOHN M. TURNO, M.D.

(Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2015**


Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: RURAL HEALTH UNIT (4411)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
4	DRUGS and MEDICINES EXPENSES			Php 260,000.00									
	* ALOH + MGOH susp	30.00	20	600.00	20	600.00	-	-	-	-	-	-	-
	* ALOH + MGOH Tablet	160.00	20	3,200.00	20	3,200.00	-	-	-	-	-	-	-
	* Allopurinol 300 mg. tablet	300.00	10	3,000.00	10	3,000.00	-	-	-	-	-	-	-
	* Amlodipine 5mg. Tablet	146.12	10	1,461.20	10	1,461.20	-	-	-	-	-	-	-
	* Amoxicillin Drops	20.00	30	600.00	30	600.00	-	-	-	-	-	-	-
	* Amoxicillin 250mg / 5ml Syrup	40.00	100	4,000.00	100	4,000.00	-	-	-	-	-	-	-
	* Amoxicillin 500mg capsule	250.00	100	25,000.00	100	25,000.00	-	-	-	-	-	-	-
	* Captopril 25mg / cap	480.00	2	960.00	2	960.00	-	-	-	-	-	-	-
	* Cefalexin Drops	30.00	20	600.00	20	600.00	-	-	-	-	-	-	-
	* Cefalexin Syrup 250	55.00	50	2,750.00	50	2,750.00	-	-	-	-	-	-	-
	* Cefalexin 500mg cap	450.00	25	11,250.00	25	11,250.00	-	-	-	-	-	-	-
	* Cefixime 100mg susp	324.00	5	1,620.00	5	1,620.00	-	-	-	-	-	-	-
	* Cefixime 200mg cap	469.80	2	939.60	2	939.60	-	-	-	-	-	-	-
	* Cetirizine 10mg tablet	400.00	5	2,000.00	5	2,000.00	-	-	-	-	-	-	-
	* Cetirizine Syrup	75.00	20	1,500.00	20	1,500.00	-	-	-	-	-	-	-
	* Cetirizine Drops	90.00	5	450.00	5	450.00	-	-	-	-	-	-	-
	* Chlorpenamine Syrup	35.00	30	1,050.00	30	1,050.00	-	-	-	-	-	-	-
	* Chlorpenamine Tab	150.00	2	300.00	2	300.00	-	-	-	-	-	-	-
	* Cinnarizine 25mg tab	220.00	2	440.00	2	440.00	-	-	-	-	-	-	-
	* Cloxacillin 250mg / 5ml Syrup	75.00	50	3,750.00	50	3,750.00	-	-	-	-	-	-	-
	* Cloxacillin 500mg Capsule	600.00	20	12,000.00	20	12,000.00	-	-	-	-	-	-	-
	* Co-amoxiclav 125mg susp	314.28	10	3,142.80	10	3,142.80	-	-	-	-	-	-	-
	* Co-amoxiclav 625mg tab	615.60	2	1,231.20	2	1,231.20	-	-	-	-	-	-	-
	* Cotrimoxazole 400/80 mg susp	50.00	100	5,000.00	100	5,000.00	-	-	-	-	-	-	-
	* Cotrimoxazole 800mg Tablet	180.00	20	3,600.00	20	3,600.00	-	-	-	-	-	-	-
	* Combi TB Meds	500.00	10	5,000.00	10	5,000.00	-	-	-	-	-	-	-
	* Diclofenac 50mg tab	190.00	2	380.00	2	380.00	-	-	-	-	-	-	-
	* Dipenhydramine Syrup	30.00	5	150.00	5	150.00	-	-	-	-	-	-	-
	* Erythromycin 200mg susp	115.00	20	2,300.00	20	2,300.00	-	-	-	-	-	-	-
	* Erythromycin 500mg tablet	1,020.60	5	5,103.00	5	5,103.00	-	-	-	-	-	-	-
	* ERIG	2,000.00	5	10,000.00	5	10,000.00	-	-	-	-	-	-	-
	* FeSo4 Tablet	100.00	50	5,000.00	50	5,000.00	-	-	-	-	-	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ROBERT JOHN M. TURNO ,M.D.
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**


Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: RURAL HEALTH UNIT (4411)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	* Glibenclamide 5mg tablet	97.20	50	4,860.00	50	4,860.00	-	-	-	-	-	-
	* Gliclazide 80mg tablet	680.40	10	6,804.00	10	6,804.00	-	-	-	-	-	-
	* Hyosine N Butyl Bromide 50mg tab	500.00	2	1,000.00	2	1,000.00	-	-	-	-	-	-
	* Ibuprofen 400mg tab	200.00	10	2,000.00	10	2,000.00	-	-	-	-	-	-
	* Ibuprofen Syrup	80.00	50	4,000.00	50	4,000.00	-	-	-	-	-	-
	* Isoniazid Syrup	70.00	20	1,400.00	20	1,400.00	-	-	-	-	-	-
	* Lagundi Syrup	100.00	50	5,000.00	50	5,000.00	-	-	-	-	-	-
	* Lagundi Tablet	500.00	10	5,000.00	10	5,000.00	-	-	-	-	-	-
	* Loratadine 10mg tablet	842.40	5	4,212.00	5	4,212.00	-	-	-	-	-	-
	* Losartan 50mg tablet	1,000.00	5	5,000.00	5	5,000.00	-	-	-	-	-	-
	* Losartan 50mg + HCTZ 12.5mg Tab	1,393.20	2	2,786.40	2	2,786.40	-	-	-	-	-	-
	* Mefenamic Acid Syrup	30.00	30	900.00	30	900.00	-	-	-	-	-	-
	* Mefenamic Acid 500mg Capsule	100.00	100	10,000.00	100	10,000.00	-	-	-	-	-	-
	* Metformin 500mg tablet	192.78	50	9,639.00	50	9,639.00	-	-	-	-	-	-
	* Methyl dopa	1,200.00	2	2,400.00	2	2,400.00	-	-	-	-	-	-
	* Metoprolol	350.00	10	3,500.00	10	3,500.00	-	-	-	-	-	-
	* Multivitamins Cap	200.00	10	2,000.00	10	2,000.00	-	-	-	-	-	-
	* Multivitamins Syrup	30.00	50	1,500.00	50	1,500.00	-	-	-	-	-	-
	* Mupirocin Ointment	250.00	5	1,250.00	5	1,250.00	-	-	-	-	-	-
	* Nifedepine	300.00	5	1,500.00	5	1,500.00	-	-	-	-	-	-
	* Nystatin Oral Drops 12ml	340.20	5	1,701.00	5	1,701.00	-	-	-	-	-	-
	* Ofloxacin 200mg / tab	686.00	5	3,430.00	5	3,430.00	-	-	-	-	-	-
	* ORS	250.00	20	5,000.00	20	5,000.00	-	-	-	-	-	-
	* Paracetamol Drops	30.00	20	600.00	20	600.00	-	-	-	-	-	-
	* Paracetamol 250mg / 5ml Syrup	50.00	100	5,000.00	100	5,000.00	-	-	-	-	-	-
	* Paracetamol 500mg Tablet	50.00	100	5,000.00	100	5,000.00	-	-	-	-	-	-
	* Pyrazinamide Syrup	110.00	20	2,200.00	20	2,200.00	-	-	-	-	-	-
	* PVRV Verorab	1,800.00	5	9,000.00	5	9,000.00	-	-	-	-	-	-
	* Ranitidine 150mg	300.00	5	1,500.00	5	1,500.00	-	-	-	-	-	-
	* Rifampicin Syrup	180.00	20	3,600.00	20	3,600.00	-	-	-	-	-	-
	* Salbutamol 4mg Tablet	100.00	10	1,000.00	10	1,000.00	-	-	-	-	-	-
	* Salbutamol Syrup	20.00	50	1,000.00	50	1,000.00	-	-	-	-	-	-
	* Salbutamol+Guiafenesin Syrup	30.00	50	1,500.00	50	1,500.00	-	-	-	-	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ROBERT JOHN M. TURNO ,M.D.
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**


Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: RURAL HEALTH UNIT (4411)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	* Salbutamol+Guiafenesin Cap	350.00	10	3,500.00	10	3,500.00	-	-	-	-	-	-
	* Salbutamol Neb	350.00	10	3,500.00	10	3,500.00	-	-	-	-	-	-
	* Salbutamol+Ipratropium neb	620.00	5	3,100.00	5	3,100.00	-	-	-	-	-	-
	* Sambong Tablet	300.00	10	3,000.00	10	3,000.00	-	-	-	-	-	-
	* Streptomycin	35.00	30	1,050.00	30	1,050.00	-	-	-	-	-	-
	* Terbutaline Sulfate 2.5mg / Tab	426.00	1	426.00	1	426.00	-	-	-	-	-	-
	* Tranexamic Acid 500mg / Cap	600.00	2	1,200.00	2	1,200.00	-	-	-	-	-	-
	* Vitamin C Syrup	30.00	10	300.00	10	300.00	-	-	-	-	-	-
	* Vitamin C Tab	150.00	10	1,500.00	10	1,500.00	-	-	-	-	-	-
	* Vitamin B Complex Tab	400.00	10	4,000.00	10	4,000.00	-	-	-	-	-	-
	* Zinc Sulfate 27.5 / ml 60ml	84.24	50	4,212.00	50	4,212.00	-	-	-	-	-	-
5	MEDICAL, DENTAL and LAB. SUPPLIES			Php 60,000.00			-	-	-	-	-	-
	EXPENSES						-	-	-	-	-	-
	* Gauze (big)	1,800.00	2	3,600.00	2	3,600.00	-	-	-	-	-	-
	* Cotton	500.00	2	1,000.00	2	1,000.00	-	-	-	-	-	-
	* Insulin Syringe	800.00	4	3,200.00	4	3,200.00	-	-	-	-	-	-
	* Syringe 1 cc	675.00	2	1,350.00	2	1,350.00	-	-	-	-	-	-
	* Syringe 3 cc	500.00	5	2,500.00	5	2,500.00	-	-	-	-	-	-
	* Alcohol	75.00	5	375.00	5	375.00	-	-	-	-	-	-
	* Slides	500.00	3	1,500.00	3	1,500.00	-	-	-	-	-	-
	* Lugol's Iodine 500 ml	700.00	1	700.00	1	700.00	-	-	-	-	-	-
	* NSS	70.00	1	70.00	1	70.00	-	-	-	-	-	-
	* Test Tubes (10cm)	25.00	6	150.00	6	150.00	-	-	-	-	-	-
	* Tourniquet Rubber	40.00	2	80.00	2	80.00	-	-	-	-	-	-
	* Lidocaine (carpule)	500.00	2	1,000.00	2	1,000.00	-	-	-	-	-	-
	* Needle Gauge 21	250.00	1	250.00	1	250.00	-	-	-	-	-	-
	* Gloves	200.00	3	600.00	3	600.00	-	-	-	-	-	-
	* Chromic 3.0	780.00	2	1,560.00	2	1,560.00	-	-	-	-	-	-
	* Lidocaine	500.00	1	500.00	1	500.00	-	-	-	-	-	-
	* Xylene 1L.	1,000.00	1	1,000.00	1	1,000.00	-	-	-	-	-	-
	* Sputum Cup	3.00	505	1,515.00	505	1,515.00	-	-	-	-	-	-
	* Diluent	9,950.00	1	9,950.00	1	9,950.00	-	-	-	-	-	-
	* Rinse	9,850.00	1	9,850.00	1	9,850.00	-	-	-	-	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ROBERT JOHN M. TURNO ,M.D.
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: RURAL HEALTH UNIT (4411)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
	* Lyse	10,150.00	1	10,150.00	1	10,150.00							
	* EDTA Tube	1,200.00	1	1,200.00	1	1,200.00	-	-	-	-	-	-	-
	* Urine Strips	500.00	1	500.00	1	500.00	-	-	-	-	-	-	-
	* AFB Stain	1,200.00	1	1,200.00	1	1,200.00	-	-	-	-	-	-	-
	* Cargille	300.00	1	300.00	1	300.00	-	-	-	-	-	-	-
	* Accu-Check Glucose Strip (50's)	1,800.00	1	1,800.00	1	1,800.00	-	-	-	-	-	-	-
	* Betadine	750.00	1	750.00	1	750.00	-	-	-	-	-	-	-
	* Cidex	1,650.00	1	1,650.00	1	1,650.00	-	-	-	-	-	-	-
	* Face Mask	500.00	2	1,000.00	2	1,000.00							
	* Micropore 1 inch	500.00	1	500.00	1	500.00	-	-	-	-	-	-	-
	* Cover Slip	100.00	2	200.00	2	200.00	-	-	-	-	-	-	-
6	GASOLINE, OIL LUBRICANTS EXPENSES			Php 180,000.00									
	* Gasoline	as per request	as per request	120,000.00	as per request	30,000.00	as per request	30,000.00	as per request	30,000.00	as per request	30,000.00	30,000.00
	* Check Up/Change Oil/Emergency Repair	as per request	as per request	60,000.00	as per request	15,000.00	as per request	15,000.00	as per request	15,000.00	as per request	15,000.00	15,000.00
7	TELEPHONE EXPENSES - LANDLINE			Php 25,000.00									
	* Payment of Telephone Bill	as per request	as per request		Subscription Fee	7,000.00	Subscription Fee	6,000.00	Subscription Fee	6,000.00	Subscription Fee	6,000.00	6,000.00
8	MEMBERSHIP DUES and CONTRIBUTION TO ORGANIZATION			Php 10,000.00									
	* Payment of Annual Dues and Membership Fees	as per request	as per request		as per request	10,000.00	-	-	-	-	-	-	-
9	ADVERTISING EXPENSES			Php 12,000.00									
		as per request	as per request		as per request	12,000.00	-	-	-	-	-	-	-
10	SUBSCRIPTION EXPENSES			Php 6,000.00									
	* Payment of Newspaper	One Newspaper Daily			-	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00	1,500.00
11	OTHER PROFESSIONAL SERVICES			Php 120,000.00									
		as per request	as per request		as per request	30,000.00	as per request	30,000.00	as per request	30,000.00	as per request	30,000.00	30,000.00
12	REPAIRS and MAINT. - OFFICE EQUIPMENT			Php 10,000.00									
	* Repair of ACU / Office Equipment	as per request	as per request		as per request	6,000.00	-	-	-	-	-	-	-
13	REPAIRS and MAINTENANCE - IT EQUIPMENT			Php 12,000.00									
	* Purchase of Laptop Battery	as per request	as per request		as per request	4,000.00	-	-	-	-	-	-	-
	* Purchase of Printer	as per request	as per request		as per request	8,000.00	-	-	-	-	-	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ROBERT JOHN M. TURNO, M.D.
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u> 1 </u> of <u> 3 </u> pages
Department / Office: RURAL HEALTH UNIT (4411)	Regular	Date Submitted: _____
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
14	REPAIRS and MAINT., MOTOR VEHICLE			Php 120,000.00									
	* Labor and Spare Parts	as per request	as per request		as per request	30,000.00	as per request	30,000.00	as per request	30,000.00	as per request	30,000.00	
15	TAXES, DUTIES and LICENSES			Php 6,000.00									
	* Registration Expenses of Service Vehicle	as per request	as per request		As the need arises / upon approval of Purchase Request								
16	INSURANCE EXPENSES			Php 24,000.00									
	* Insurance Expenses of Service Vehicle	as per request	as per request		As the need arises / upon approval of Purchase Request								
17	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 120,000.00									
		as per request	as per request		as per request	60,000.00	-	-	as per request	60,000.00	-	-	
TOTAL				PHP 1,268,000.00									

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ROBERT JOHN M. TURNO, M.D.
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **MSWD (7611)**

Regular

Contingency

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	TRAINING EXPENSES			Php 60,000.00									
	* Payment of Air Fare Registration Fees and Hotel Accommodation during Seminar				As the need arises and upon approval of Travel Order								
2	TRAVEL EXPENSES			Php 60,000.00									
	* Payment of Travelling Expenses and Per Diem				As the need arises and upon approval of Travel Order								
3	TELEPHONE EXPENSES - LANDLINE			Php 20,000.00									
	* Payment of Telephone Bill		Monthly Bill		-	5,000.00	-	5,000.00	-	5,000.00	-	5,000.00	
4	MEMBERSHIP DUES AND CONTRIBUTION TO ORGANIZATION			Php 20,000.00									
	* Payment of Annual Dues and Membership Fee				-	20,000.00	-	-	-	-	-	-	
5	PRINTING AND BINDING EXPENSES			Php 10,000.00									
					-	10,000.00	-	-	-	-	-	-	
6	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php 10,000.00									
	* Cleaning of ACU	1,200.00	6	7,200.00	2	2,400.00	2	2,400	2	2,400.00	-	-	
	* Repair of Office Equipment			2,800.00	As the need arises and upon approval of Purchase Request								
7	OFFICE SUPPLIES			Php 12,000.00									
	* Copy Paper Long	112.78	30	3,383.40	10	1,127.80	10	1,127.80	5	563.90	5	563.90	
	* Caopy Paper Short	117.83	10	1,178.30	5	589.15	5	589.15	-	-	-	-	
	* Stapler, Standard Type	108.66	4	434.64	2	217.32	2	217.32	-	-	-	-	
	* Record Book	60.32	12	723.84	5	301.60	2	120.64	5	301.60	-	-	
	* Brown Envelope Long	1.02	103	105.06	53	54.06	-	-	25	25.50	25	25.50	
	* Folder Legal	3.00	100	300.00	20	150.00	-	-	25	75.00	25	75.00	
	* Masking Tape (Big)	55.12	5	275.60	2	110.24	2	110.24	1	55.12	-	-	
	* Fastener	65.50	10	655.00	5	327.50	-	-	5	327.50	-	-	
	* Glue	47.82	3	143.46	1	47.82	1	47.82	1	47.82	-	-	
	* Typewriter Ribbon	16.12	3	48.36	1	16.12	-	-	1	16.12	1	16.12	
	* Tape Dispenses	47.72	1	47.72	1	47.72	-	-	-	-	-	-	
	* Ruler	14.25	6	85.50	2	28.50	2	28.50	2	28.50	-	-	
	* Clip Backfold 50mm	43.68	5	218.40	3	131.04	-	-	2	87.36	-	-	

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Prepared by:


BEATRIZ L. DASTAS, RSW
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **MSWD (7611)**

Regular Contingency Total

Date Submitted: _____

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	* Data File Box	69.73	10	697.30	6	418.38	-	-	4	278.92	-	-
	* Puncher, Paper, Heavy Duty	114.28	1	114.28	1	114.28	-	-	-	-	-	-
	* Paper Clip	13.52	2	27.04	2	27.04	-	-	-	-	-	-
	* Scissor (Big)	15.53	5	77.65	3	46.59	2	31.06	-	-	-	-
	* Staple Wire	18.92	5	94.60	2	37.84	3	56.76	-	-	-	-
	* Sign Pen	44.01	5	220.05	5	220.05	-	-	-	-	-	-
	* Correction Tape	16.00	10	160.00	5	80.00	5	80	-	-	-	-
	* Pencil Lead (doz)	19.62	2	39.24	1	19.62	1	19.62	-	-	-	-
	* Calculator	142.36	2	284.72	1	142.36	1	142.36	-	-	-	-
	* Ink Pepson L210	295.00	8	2,360.00	4	1,180.00	-	-	4	1180	-	-
	* Stamp Pad Ink	24.63	1	24.63	-	-	-	-	1	24.63	-	-
	* Stamp Pad	25.00	2	50.00	1	25.00	-	-	1	25	-	-
	* Permanent Marker	9.65	5	48.25	3	28.95	2	19.3	-	-	-	-
	* Carbon Film	202.80	1	202.80	1	202.80	-	-	-	-	-	-
8	OTHER SUPPLIES EXPENSES			Php 10,000.00								
	* Toilet Tissue	75.57	48	3,627.36	12	906.84	12	906.84	12	906.84	12	906.84
	* Alcohol	43.14	16	690.24	4	172.56	4	172.56	4	172.56	4	172.56
	* Rags	43.68	20	873.60	5	218.40	5	218.40	5	218.40	5	218.40
	* Dishwashing Liquid	50.00	5	250.00	2	100.00	1	50.00	2	100.00	-	-
	* Pledge	150.00	6	900.00	2	300.00	2	300.00	-	-	2	300.00
	* Broom Soft	104.00	3	312.00	2	208.00	1	104.00	-	-	-	-
	* Waste Basket	30.68	6	184.08	2	61.36	2	61.36	2	61.36	-	-
	* Air Freshner	81.64	6	489.84	2	163.28	2	163.28	-	-	2	163.28
	* Doormat	35.00	6	210.00	2	70.00	2	70.00	2	70.00	-	-
	* Soap	21.32	5	106.60	2	42.64	1	21.32	1	21.32	1	21.32
	* Sponge	5.00	5	25.00	2	10.00	2	10.00	-	-	1	5.00
	* Dust Pan	36.28	2	72.56	1	36.28	-	-	1	36.28	-	-
	* Furniture Cleaner	84.76	5	423.80	2	169.52	1	84.76	1	84.76	1	84.76
	* Trashbag Plastic	144.40	5	722.00	2	288.80	2	288.80	1	144.40	-	-
	* Tornado Mop	750.00	1	750.00	1	750.00	-	-	-	-	-	-
	* Disinfectant Spray, Aerosol Type	119.60	3	358.80	1	119.60	1	119.60	1	119.60	-	-

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


BEATRIZ L. DASTAS, RSW
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **MSWD (7611)**

Regular

Contingency

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
9	REPAIRS and MAINTENANCE - IT EQUIPMENT			Php 15,000.00									
	* Repair of Computer, Printer				-	3,750.00	-	3,750.00	-	3,750.00	-	3,750.00	
10	GENERAL SERVICES			Php 10,000.00									
					-	2,500.00	-	2,500.00	-	2,500.00	-	2,500.00	
11	SUBSCRIPTION EXPENSES			Php 10,000.00									
	* Purchase of Newspaper	One Newspaper Daily			-	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00	
12	OTHER PROFESSIONAL SERVICES			Php 700,000.00									
	* Wages of OB Montesosri Teacher	Php 13,350/ month		160,200.00	-	40,050.00	-	40,050.00	-	40,050.00	-	40,050.00	
	* Honorarium of Day Care Workers	Php 51,650 / month		619,800.00	-	154,950.00	-	154,950.00	-	154,950.00	-	154,950.00	
13	DONATIONS			Php 500,000.00									
	* Cash Assistance to Indigent Individuals				As the needs arises and upon presentation of Medical Certificate/Social Case Study Report								
14	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 50,000.00									
	* Tarpaulin	710.00	16	11,360.00	4	2,840.00	4	2,840.00	4	2,840.00	4.00	2,840.00	
	* Xerox	2.00	3	3,000.00	3	3,000.00	-	-	-	-	-	-	
	* Catering Services		35,640	35,640.00	-	35,640.00	-	-	-	-	-	-	
TOTAL				Php 1,487,000.00									

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


BEATRIZ L. DASTAS, RSW
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

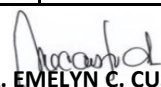
Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: MUNICIPAL AGRICULTURE OFFICE (8711)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	TRAVEL EXPENSES			Php 72,000.00									
	* Reimbursement of travelling expenses and per diem				As the need arises / upon approval of travel order								
2	TRAINING and SCHOLARSHIP EXPENSES			Php 24,000.00									
	* Payment of registration fees and hotel accommodation				As the needs and schedule of seminar / training arise								
	* Catering Services during seminar												
3	OFFICE SUPPLIES EXPENSES			Php 15,000.00									
	* Bond paper (short)	120.00	6	720.00	3	360.00	-	-	3	360.00	-	-	
	* Bond paper (long)	130.00	6	780.00	3	390.00	-	-	3	390.00	-	-	
	* Folder (long)	220.00	1	220.00	1	220.00	-	-	-	-	-	-	
	* Floder (Short)	190.00	2	380.00	2	380.00	-	-	-	-	-	-	
	* Ballpen (Black)	5.00	50	250.00	50	250.00	-	-	-	-	-	-	
	* Computer Ink #40 (Black)	1,100.00	4	4,400.00	4	4,400.00	-	-	-	-	-	-	
	* Computer Ink (Colored)	1,300.00	4	5,200.00	4	5,200.00	-	-	-	-	-	-	
	* Brown Envelope (Long)	3.00	100	300.00	50	150.00	-	-	50	150.00	-	-	
	* Bron Envelope (Short)	2.50	100	250.00	50	125.00	-	-	50	125.00	-	-	
	* HP Ink Cartridge (Black)	600.00	2	1,200.00	2	1,200.00	-	-	-	-	-	-	
	* HP Ink Cartridge (Colored)	650.00	2	1,300.00	2	1,300.00	-	-	-	-	-	-	
4	GASOLINE, OIL and LUBRICANTS	45.42	1,321 ltrs.	Php 60,000.00									
	* Purchase of Diesel and Oil for use of the Patrol Boat				330.25 ltrs.	15,000.00	330.25 ltrs.	15,000.00	330.25 ltrs.	15,000.00	330.25 ltrs.	15,000.00	
5	AGRICULTURAL AND MARINE SUPPLIES EXPENSES		As per request	Php 150,000.00									
	* Purchase of Vegetable Seeds				-	-	As per request	30,000.00	-	-	-	-	
	* Purchase of Agricultural Tools / Knapsack Sprayer				As per request	30,000.00	-	-	-	-	-	-	
	* Purchase of Fishing Gears & Accessories				-	-	-	-	-	-	As per request	30,000.00	
	* Purchase of Palay Seeds				-	-	-	-	As per request	30,000.00	-	-	
	* Purchase of Hemosep Vaccines				-	-	-	-	As per request	30,000.00	-	-	
6	TELEPHONE EXPENSES - Landline			Php 12,000.00									
	* Payment of Telephone Bill		As per billing		-	3,000.00	-	3,000.00	-	3,000.00	-	3,000.00	

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


MA. EMELYN C. CUSTODIO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

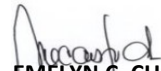
Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u> 1 </u> of <u> 3 </u> pages
Department / Office: MUNICIPAL AGRICULTURE OFFICE (8711)	Regular	Date Submitted: _____
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
7	MEMBERSHIP DUES AND CONTRIBUTION TO ORGANIZATION			Php 6,000.00										
	* Payment of Annual Dues and Membership Fee				-	6,000.00	-	-	-	-	-	-	-	-
8	PRINTING AND BINDING EXPENSES			Php 6,000.00										
	* Photocopy of Official Documents				As the needs arises / Implementation upon approval of Purchase Request									
	* Printed Forms													
9	TRANSPORTATION AND DELIVERY EXPENSES			Php 24,000.00										
	* Hire of Service Vehicle				As the need arises upon approved travel oredr									
10	REPAIR AND MAINTENANCE - Office Equipment			Php 6,000.00										
	* Cleaning of Aircon	1,200.00	4	4,800.00	2	2,400.00	-	-	-	-	-	2	2,400.00	
	* Repair of Typewriter / Refrigerator			1,200.00	As the needs arises									
11	REPAIR and MAINTENANCE - IT Equipment and Software			Php 12,000.00										
	* Repair of Computer				As the needs arises									
12	REPAIRS and MAINTENANCE - Watercrafts			Php 50,000.00										
	* Labor and Materials for the Repair of Patrol Boat				As the needs arises / Implementation upon approval of Purchase Request									
15	OTHER MAINTENANCE nad OTHER OPERATING EXPENSES			Php 46,000.00										
	* Catering Services / Snacks and Meals during meetings				As the needs arises / Implementation upon approval of Purchase Request									
	* Purchase of Tarpaulin													
TOTAL				PHP 483,000.00										

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


MA. EMELYN C. CUSTODIO
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

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Department / Office: **MENRO (8711 - A)**

Regular

Contingency

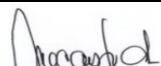
Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	TRAVEL EXPENSES			Php 60,000.00									
	* Reimbursement of Travelling Expenses & Per Diem				As the needs arises and upon approval of Travel Order								
2	TRAINING and SCHOLARSHIP EXPENSES			Php 70,000.00									
	* Payment of Registration Fees and Accommodation				As the needs arises and upon approval of Travel Order								
	* Catering Services during Seminar												
3	OFFICE SUPPLIES EXPENSES			Php 15,000.00									
	* Bond paper (short)	120.00	10	1,200.00	5	600.00	-	-	5	600.00	-	-	
	* Bond paper (long)	130.00	10	1,300.00	5	650.00	-	-	5	650.00	-	-	
	* Folder (long)	220.00	4	880.00	4	880.00	-	-	-	-	-	-	
	* Floder (Short)	190.00	4	760.00	4	760.00	-	-	-	-	-	-	
	* Ballpen (Black)	5.00	20	100.00	20	100.00	-	-	-	-	-	-	
	* Brown Envelope (Long)	3.00	50	150.00	50	150.00	-	-	-	-	-	-	
	* Bron Envelope (Short)	2.50	50	125.00	50	125.00	-	-	-	-	-	-	
	* Signpen (Black)	45.00	15	675.00	15	675.00	-	-	-	-	-	-	
	* Scotch Tape	18.00	2	36.00	2	36.00	-	-	-	-	-	-	
	* Paper Clip	7.00	2	14.00	2	14.00	-	-	-	-	-	-	
	* Staple Wire	35.00	10	350.00	10	350.00	-	-	-	-	-	-	
	* Fastener	60.00	5	300.00	5	300.00	-	-	-	-	-	-	
	* Board Paper	32.50	5	162.50	5	162.50	-	-	-	-	-	-	
	* Columnar Note Book (2 columns)	27.00	4	108.00	4	108.00	-	-	-	-	-	-	
	* EPSON L210 Ink (Black)	350.00	10	3,500.00	4	1,400.00	2	700.00	2	700.00	2	700.00	
	* EPSON L210 Ink (Colored) (M/C/Y)	1,050.00	5	5,250.00	2	2,100.00	1	1,050.00	1	1,050.00	1	1,050.00	
4	GASOLINE, OIL and LUBRICANTS			Php 300,000.00									
	* Payment for gasoline and oil of garbage trucks (2)	45.42	6,605		1,651.25	75,000.00	1,651.25	75,000.00	1,651.25	75,000.00	1,651.25	75,000.00	
5	OTHER SUPPLIES EXPENSES			Php 30,000.00									
	* Purchase of Maintenance Supplies at the MRF				As the needs arises and upon approval of Purchase Request								
	* Purchase of Janitorial Supplies				As the needs arises and upon approval of Purchase Request								
	* Purchase of T-Shirt with Print				As the needs arises and upon approval of Purchase Request								

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


MA. EMELYN C. CUSTODIO
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **MENRO (8711 - A)**

Regular Contingency Total

Date Submitted: _____

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
6	TELEPHONE EXPENSES - Landline			Php 15,000.00										
	* Payment of Telephone Bill	As per billing			-	3,750.00	-	3,750.00	-	3,750.00	-	3,750.00		
7	TRANSPORTATION and DELIVERY EXPENSES			Php 23,000.00	As the needs arises and upon approval of Travel Order									
	* Hire of Service Vehicle													
8	ENVIRONMENT and SANITARY SERVICES			Php 1,200,000.00										
	* Wages of Casual Employees (Including Incentives)				-	400,000.00	-	400,000.00	-	400,000.00	-	400,000.00		
9	REPAIR and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 6,000.00	As the needs arises and upon approval of Purchase Request									
	* Repair of Computer and Printer													
10	REPAIR and MAINTENANCE - OTHER MACHINERIES and EQUIPMENT			Php 250,000.00	As the needs arises and upon approval of Purchase Request									
	* Labor and Materials for the Repair of Garbage Trucks													
11	TAXES, DUTIES and LICENSES			Php 15,000.00	As the need arises / upon approval of Purchase Request									
	* Registration Expenses of Service Vehicle													
12	INSURANCE EXPENSES			Php 8,000.00	As the need arises / upon approval of Purchase Request									
	* Insurance Expenses of Service Vehicle													
13	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 90,000.00	As the needs arises and upon approval of Purchase Request									
	* Catering Services / Snacks and Meals during Seminar													
	* Purchase of Tarpaulin													
TOTAL				PHP 2,082,000.00										

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

Emelyn C. Custodio
MA. EMELYN C. CUSTODIO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**


Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: ENGINEERING SERVICES (8751)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 50,000.00								
	* Payment for Travelling Expenses and Per Diem				As the needs arises and upon approval of Travel Order							
2	TRAINING EXPENSES			Php 35,000.00								
	* Payment of Air Fare Tickets, Hotel Accommodation and Registration Fees				As the needs arises and upon approval of Travel Order							
3	OFFICE SUPPLIES EXPENSES			Php 40,000.00								
	* Bond Paper Short	120.00	65	7,800.00	20	2,400.00	15	1,800.00	15	1,800.00	15	1,800.00
	* Bond Paper Long	130.00	50	6,500.00	15	1,950.00	15	1,950.00	10	1,300.00	10	1,300.00
	* Folder Long	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00
	* Brown Envelope Long	3.00	400	1,200.00	100	300.00	100	300.00	100	300.00	100	300.00
	* Brown Envelope Short	2.00	80	160.00	20	40.00	20	40.00	20	40.00	20	40.00
	* White Envelope	130.00	2	260.00	1	130.00	1	130.00	-	-	-	-
	* Columnar Note Book (6 cols)	43.00	10	430.00	5	215.00	5	215.00	-	-	-	-
	* Tape Dispenser	200.00	1	200.00	1	200.00	-	-	-	-	-	-
	* Scotch Tape	18.00	8	144.00	2	36.00	2	36.00	2	36.00	2	36.00
	* Stapler	100.00	2	200.00	2	200.00	-	-	-	-	-	-
	* Staple Wire	20.00	4	80.00	1	20.00	1	20.00	1	20.00	1	20.00
	* Fastener	62.00	8	496.00	2	124.00	2	124.00	2	124.00	2	124.00
	* Sign Pen Black	45.00	20	900.00	6	270.00	6	270.00	4	180.00	4	180.00
	* Ball Pen Black	5.00	40	200.00	10	50.00	10	50.00	10	50.00	10	50.00
	* Paper Clip	7.00	4	28.00	1	7.00	1	7.00	1	7.00	1	7.00
	* Tissue Paper	73.00	8	584.00	2	146.00	2	146.00	2	146.00	2	146.00
	* Alcohol	40.00	16	640.00	4	160.00	4	160.00	4	160.00	4	160.00
	* Glade Air Freshner	170.00	8	1,360.00	2	340.00	2	340.00	2	240.00	2	240.00
	* Pledge Furniture Polish	145.00	6	870.00	2	290.00	2	290.00	1	145.00	1	145.00
	* Tide Powder	160.00	4	640.00	1	160.00	1	160.00	1	160.00	1	160.00
	* Joy Dishwashing	70.00	4	280.00	1	70.00	1	70.00	1	70.00	1	70.00
	* Safeguard Hand Soap	35.00	8	280.00	2	70.00	2	70.00	2	70.00	2	70.00
	* Masking Tape	55.00	4	220.00	1	55.00	1	55.00	1	55.00	1	55.00
	* Correction Tape	25.00	12	300.00	3	75.00	3	75.00	3	75.00	3	75.00
	* Paste (big)	55.00	4	220.00	1	55.00	1	55.00	1	55.00	1	55.00
	* Ink Cartridge Canon 810 Black	900.00	8	7,200.00	2	1,800.00	2	1,800.00	2	1,800.00	2	1,800.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ALEXANDER B. MANALO
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**


Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: ENGINEERING SERVICES (8751)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
3	* Ink Cartridge Canon 811 Colored	1,090.00	4	4,360.00	1	1,090.00	1	1,090.00	1	1,090.00	1	1,090.00
	* Ink Cartridge Epson L110 Black	300.00	8	2,400.00	2	600.00	2	600.00	2	600.00	2	600.00
	* Ink Cartridge Epson L110 Colored	140.00	8	1,120.00	2	280.00	2	280.00	2	280.00	2	280.00
	* Ink Cartridge Epson L210 Black	350.00	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
	* Ink Cartridge Epson L210 Colored	400.00	4	1,600.00	1	400.00	1	400.00	1	400.00	1	400.00
	* Pencil	6.00	8	48.00	2	12.00	2	12.00	2	12.00	2	12.00
4	GASOLINE, OIL and LUBRICANTS EXPENSES			Php 1,500,000.00								
	* Payment for Diesel Fuel and Oil for the Heavy Equipment	45.42	33,025		8,256.25	375,000.00	8,256.25	375,000.00	8,256.25	375,000.00	8,256.25	375,000.00
5	OTHER SUPPLIES EXPENSES			Php 36,000.00								
	* Fuse 100 AMP.	450.00	20	9,000.00	5	2,250.00	5	2,250.00	5	2,250.00	5	2,250.00
	* Electrical Wire	5,250.00	2	10,500.00	75	2,625.00	75	2,625.00	75	2,625.00	75	2,625.00
	* Service Drop #6	15,000.00	2	30,000.00	0.5	7,500.00	0.5	7,500.00	0.5	7,500.00	0.5	7,500.00
	* Drawer Lock	137.00	20	2,740.00	5	685.00	5	685.00	5	685.00	5	685.00
	* Faucet	200.00	20	4,000.00	5	1,000.00	5	1,000.00	5	1,000.00	5	1,000.00
	* Fluorescent Bulb 340 Watts	100.00	30	3,000.00	8	800.00	8	800.00	7	700.00	7	700.00
	* Door Knob	420.00	8	3,360.00	2	840.00	2	840.00	2	840.00	2	840.00
	* Angle Valve 1/2 x 1/2	340.00	12	4,080.00	3	1,020.00	3	1,020.00	3	1,020.00	3	1,020.00
	* PVC Pipe #1 (Blue)	130.00	20	2,600.00	5	650.00	5	650.00	5	650.00	5	650.00
	* PVC Pipe #2 (Blue)	75.00	16	1,200.00	4	300.00	4	300.00	4	300.00	4	300.00
	* Gate Valve # kitz	1,015.00	8	8,120.00	2	2,030.00	2	2,030.00	2	2,030.00	2	2,030.00
	* Gate Valve # 1/2 kitz	603.00	4	2,412.00	1	603.00	1	603.00	1	603.00	1	603.00
	* Complete Water Tank Fitting (Water Closet)	410.00	4	1,640.00	1	410.00	1	410.00	1	410.00	1	410.00
	* Starter FS 4	35.00	40	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00
6	TELEPHONE EXPENSES - LANDLINE			Php 25,000.00								
	* Payment of Telephone Bill		Monthly Bill		-	6,250.00	-	6,250.00	-	6,250.00	-	6,250.00
7	MEMBERSHIP DUES and CONTIBUTION TO ORGANIZATION			Php 8,000.00								
	* Payment of Annual Dues and Membership Fees				As the needs arises and upon approval of Purchase Request							
8	PRINTING and BINDING EXPENSES			Php 6,000.00								
					As the needs arises and upon approval of Purchase Request							

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ALEXANDER B. MANALO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**


Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: ENGINEERING SERVICES (8751)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
9	SUBSCRIPTION EXPENSES			Php 6,000.00										
	* Payment of Newspaper	One Newspaper Daily			-	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00
10	GENERAL SERVICES			Php 1,500,000.00										
	* Payment of Wages of Casual and Emergency Employees				-	375,000.00	-	375,000.00	-	375,000.00	-	375,000.00	-	375,000.00
11	REPAIRS and MAINTENANCE - ELECTRICAL, POWER and ENERGY			Php 100,000.00										
	* Repair and Maintenance of Electrical Facilities of Public Infrastructure in the Diff. Barangays				-	25,000.00	-	25,000.00	-	25,000.00	-	25,000.00	-	25,000.00
12	REPAIR and MAINTENANCE OFFICE BUILDINGS			Php 150,000.00										
	* Repair and Maintenance of the different offices in the municipal hall				-	37,500.00	-	37,500.00	-	37,500.00	-	37,500.00	-	37,500.00
13	REPAIRS and MAINTENANCE - OTHER STRUCTURES			Php 100,000.00										
	* Supply of Labor and Materials for the Other Priority Projects of different Barangays			<i>100,000.00</i>	As the needs arises and upon approval of Program of Works									
14	REPAIRS and MAINTENANCE - OFFICE EQUIPMENT			Php 8,000.00										
	* Repair of ACU	1,200.00	4	<i>4,800.00</i>		1,200.00		1,200.00		1,200.00		1,200.00		1,200.00
	* Repair of Office Equipment			<i>3,200.00</i>	As the needs arises and upon approval of Purchase Request									
15	REPAIRS and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 10,000.00										
	* Repair of Computer and Printer				As the needs arises and upon approval of Purchase Request									
16	REPAIRS and MAINTENANCE - CONSTRUCTION and HEAVY EQUIPMENT			Php 300,000.00										
	* Labor and Spare Parts for the Repair of Heavy Equipment				As the needs arises and upon approval of Purchase Request									

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ALEXANDER B. MANALO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**


Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u> 1 </u> of <u> 3 </u> pages
Department / Office: ENGINEERING SERVICES (8751)	Regular	Date Submitted: _____
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Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
17	REPAIRS and MAINTENANCE - ROADS, HIGHWAY and BRIDGES			Php 100,000.00										
	* Supply of Labor and Materials for the Repair and Maintenance of Other Priority Project of different Barangays			<i>100,000.00</i>	As the needs arises and upon approval of Program of Works									
18	REPAIRS and MAINTENANCE - PARKS, PLAZAS and MONUMENTS			Php 100,000.00										
	* Supply of Labor and Materials for the Repair and Maintenance of Mun. Park & Plaza			<i>50,000.00</i>	As the needs arises and upon approval of Program of Works									
	* Supply of Labor and Materials for the Repair and Maintenance of Other Priority Project of different Barangays			<i>50,000.00</i>	As the needs arises and upon approval of Program of Works									
19	REPAIRS and MAINTENANCE - PUBLIC INFRASTRUCTURE			Php 200,000.00										
	* Supply of Labor and Materials for the Repair and Maintenance of Other Priority Projects of different Barangays			<i>200,000.00</i>	As the needs arises and upon approval of Program of Works									
20	REPAIRS and MAINTENANCE IRRIGATION CANAL and LATERALS			Php 50,000.00										
	* repair of Irrigation Facilities at Brgy. Balibago and Lucsuhin			<i>50,000.00</i>	As the needs arises and upon approval of Program of Works									
21	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 70,000.00										
	* relocation / Verification Survey of Lot			<i>70,000.00</i>	As the needs arises and upon approval of Program of Works									
TOTAL				PHP 4,394,000.00										

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ALEXANDER B. MANALO
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: MAINTENANCE SERVICES (8753)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	OTHER SUPPLIES EXPENSES			Php 50,000.00								
	* Tissue Paper	113.00	4	542.00	1	113.00	1	113.00	1	113.00	1	113.00
	* Glade Air Freshner	199.00	8	1,592.00	2	398.00	2	398.00	2	398.00	2	398.00
	* Pledge Furniture Polish	245.00	80	19,600.00	20	4,900.00	20	4,900.00	20	4,900.00	20	4,900.00
	* Tide Powder	160.00	35	5,600.00	9	1,440.00	9	1,440.00	9	1,440.00	8	1,280.00
	* Joy Dishwashing	68.00	18	1,224.00	5	340.00	5	340.00	4	272.00	4	272.00
	* Safeguard Hand Soft	42.00	20	840.00	5	210.00	5	210.00	5	210.00	5	210.00
	* Walis Tambo	155.00	20	3,100.00	5	775.00	5	775.00	5	775.00	5	775.00
	* Walis Tingting	20.00	70	1,400.00	18	360.00	18	360.00	17	340.00	17	340.00
	* Dust Pan	38.00	20	760.00	5	190.00	5	190.00	5	190.00	5	190.00
	* Rug	42.00	30	1,260.00	8	336.00	8	336.00	7	294.00	7	294.00
	* Muriatic	38.00	24	912.00	6	228.00	6	228.00	6	228.00	6	228.00
	* Albatros	47.00	50	2,350.00	13	611.00	13	611.00	12	564.00	12	564.00
	* Mop Head	54.00	10	540.00	3	162.00	3	162.00	2	108.00	2	108.00
	* Toilet Brush	20.00	18	360.00	5	100.00	5	100.00	4	80.00	4	80.00
	* Scotch Brite	29.00	18	522.00	5	145.00	5	145.00	4	116.00	4	116.00
	* Glass Cleaner	122.00	70	8,540.00	18	2,196.00	18	2,196.00	17	2,074.00	14	2,074.00
	* Garbage Bag	29.00	10	290.00	3	87.00	3	87.00	2	58.00	2	58.00
2	REPAIRS and MAINTENANCE - OTHER STRUCTURES			Php 100,000.00								
	* Supply of Labor and Materials for the Other Priority Projects of different Barangays			100,000.00	As the needs arises and upon approval of Program of Works							
3	REPAIRS and MAINTENANCE IRRIGATION CANAL and LATERALS			Php 100,000.00								
	* Repair of Irrigation Facilities and Canal at Different Barangays			100,000.00	As the needs arises and upon approval of Program of Works							
4	REPAIRS and MAINTENANCE OF FLOOD CONTROL			Php 100,000.00								
	* Repair and Maintenance of Flood Control at diff. Barangays			100,000.00	As the needs arises and upon approval of Program of Works							
5	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 50,000.00								
	* Hire of Chairs, Tables and Tent				As the needs arises and upon approval of Purchase Request							
TOTAL				PHP 400,000.00								

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

Amc
ALEXANDER B. MANALO
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **MARKET OPERATION**

Regular Contingency Total

Date Submitted: _____

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 10,000.00								
	* Payment of Travelling Expenses and per Diem				As the needs arises and subject to approval of Travel Order							
2	FUEL, OIL and LUBRICANTS EXPENSES			Php 6,000.00								
	* Payment for Diesel Fuel and Oil Expenses					1,500.00		1,500.00		1,500.00		1,500.00
3	OFFICE SUPPLIES EXPENSES			Php 6,000.00								
	* Paper Multi Copy A4	112.42	5	<i>562.10</i>	2	224.84	1	112.42	1	112.42	1	112.42
	* Paper Multi Copy Legal	121.18	5	<i>605.90</i>	2	242.36	1	121.18	1	121.18	1	121.18
	* Pencil lead with Eraser	2.00	5	<i>10.00</i>	5	10.00	-	-	-	-	-	-
	* Clip Back Fold 32mm	17.68	1	<i>17.68</i>	1	17.68	-	-	-	-	-	-
	* Correction Tape	13.00	12	<i>156.00</i>	4	52.00	4	52.00	4	52.00	-	-
	* Cutter Heavy Duty	29.62	1	<i>29.62</i>	1	29.62	-	-	-	-	-	-
	* Fastener	54.45	1	<i>54.45</i>	1	54.45	-	-	-	-	-	-
	* Pad Paper Ruled	17.47	2	<i>34.94</i>	2	34.94	-	-	-	-	-	-
	* Paper Clip Jumbo	11.80	3	<i>35.40</i>	2	23.60	1	11.80	-	-	-	-
	* Brown Envelope (long)	5.00	20	<i>100.00</i>	20	100.00	-	-	-	-	-	-
	* Scissors	12.77	2	<i>25.54</i>	2	25.54	-	-	-	-	-	-
	* Signpen Black	42.52	4	<i>170.08</i>	2	85.04	2	85.05	-	-	-	-
	* Stamp Pad Ink	22.88	2	<i>45.76</i>	1	22.88	-	-	-	-	1	22.88
	* Staple Wire	19.21	3	<i>57.63</i>	1	19.21	1	19.21	1	19.21	-	-
	* Tape Transparent	15.08	5	<i>75.40</i>	2	30.16	1	15.08	1	15.08	1	15.08
	* Tape Packaging	20.00	2	<i>40.00</i>	2	40.00	-	-	-	-	-	-
	* Ballpen Black	5.00	30	<i>150.00</i>	10	50.00	10	50.00	10	50.00	-	-
	* Ballpen Blue	5.00	10	<i>50.00</i>	5	25.00	5	25.00	-	-	-	-
	* Ink Cartridge Epson L110	1,800.00	2	<i>3,600.00</i>	1	1,800.00	-	-	1	1,800.00	-	-
	* Folder	4.00	20	<i>80.00</i>	20	80.00	-	-	-	-	-	-
4	OTHER SUPPLIES EXPENSES			Php 20,000.00								
	* Toilet Bowl Cleaner	47.84	60	<i>2,870.40</i>	15	717.60	15	717.60	15	717.60	15	717.60
	* Detergent Powder	22.36	50	<i>1,118.00</i>	15	335.40	15	335.40	10	223.60	10	223.60
	* Detergent Bar	17.32	10	<i>173.20</i>	3	51.96	3	51.96	2	34.64	2	34.64
	* Furniture Cleaner	98.80	6	<i>592.80</i>	2	197.60	2	197.60	1	98.80	1	98.80
	* Rags	41.60	4	<i>166.40</i>	2	83.20	2	83.20	-	-	-	-
	* Trash Bag	120.00	15	<i>1,800.00</i>	4	480.00	4	480.00	4	480.00	3	360.00

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


ISABELITA G. SANTOS
 (Head of Department / Office)

Republic of the Philippines
Province of Batangas
MUNICIPALITY GOVERNMENT OF CALATAGAN

Standard Form Number: SF-GOOD-02

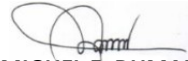
ANNUAL PROCUREMENT PLAN
General Fund

Department / Office: **20% DEVELOPMENT FUND**

Ref. 1	Contract Package (Description)	Procurement Method	ABC2	Source of Fund	PROCUREMENT SCHEDULE							REMARKS
					Pre - Procurement Conference	Posting of Invitation to Bid / Request for Quotation	Submission and Receipt of Bids/Quotation	Price Quotation / Bid Evaluation	Post Qualification	Award of Contract	Period of Delivery	
	Rehabilitation of Day Care Center at Poblacion II	Public Bidding	500,000.00	20 % DF Fund	July	July	Aug.	Aug.	Aug.	Aug.	Aug.	Third Quarter Project Implementation
	Rehabilitation of Day Care Center at at Brgy. Tanagan	Public Bidding	500,000.00	20 % DF Fund	Oct.	Oct.	Nov.	Nov.	Nov.	Nov.	Nov.	Fourth Quarter Project Implementation
	Purchase of Ambulance at Brgy. Biga	Public Bidding	500,000.00	20 % DF Fund	July	July	Aug.	Aug.	Aug.	Aug.	Aug.	Third Quarter Project Implementation
	Purchase of Ambulance at Brgy. Luya	Public Bidding	500,000.00	20 % DF Fund	July	July	Aug.	Aug.	Aug.	Aug.	Aug.	Third Quarter Project Implementation
	Construction of Water Supply System at Brgy. Bagong Silang	Public Bidding	500,000.00	20 % DF Fund	Feb.	Feb.	March	March	March	March	March	First Quarter Project Implementation
	Construction of Water Supply System at Brgy. Carretonan	Public Bidding	500,000.00	20 % DF Fund	April	April	May	May	May	May	May	Second Quarter Project Implementation
	Construction of Water Supply System at Brgy. Paraiso	Public Bidding	500,000.00	20 % DF Fund	Oct.	Oct.	Nov.	Nov.	Nov.	Nov.	Nov.	Fourth Quarter Project Implementation
	Construction of Water Supply System at Brgy. Balitoc	Public Bidding	500,000.00	20 % DF Fund	April	April	May	May	May	May	May	Second Quarter Project Implementation
	Construction of Covered Court at Brgy. Encarnacion - Phase IV	Public Bidding	1,000,000.00	20 % DF Fund	Feb.	Feb.	March	March	March	March	March	First Quarter Project Implementation
	Construction of Covered Court at Brgy. Gulod - Phase 1	Public Bidding	1,000,000.00	20 % DF Fund	Feb.	Feb.	March	March	March	March	March	First Quarter Project Implementation

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


MIGUEL E. DUMAN
 (Head of Department / Office)

Republic of the Philippines
Province of Batangas
MUNICIPALITY GOVERNMENT OF CALATAGAN

Standard Form Number: SF-GOOD-02

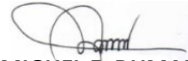
ANNUAL PROCUREMENT PLAN
General Fund

Department / Office: **20% DEVELOPMENT FUND**

Ref. 1	Contract Package (Description)	Procurement Method	ABC2	Source of Fund	PROCUREMENT SCHEDULE							REMARKS
					Pre - Procurement Conference	Posting of Invitation to Bid / Request for Quotation	Submission and Receipt of Bids/Quotation	Price Quotation / Bid Evaluation	Post Qualification	Award of Contract	Period of Delivery	
	Construction of Covered Court at Brgy. Hukay - Phase 1	Public Bidding	1,000,000.00	20 % DF Fund	Feb.	Feb.	March	March	March	March	March	First Quarter Project Implementation
	Construction of Covered Court at Brgy. Real - Phase 3	Public Bidding	1,000,000.00	20 % DF Fund	Feb.	Feb.	March	March	March	March	March	First Quarter Project Implementation
	Construction of Covered Court at Brgy. Quilitisan - Phase 2	Public Bidding	1,000,000.00	20 % DF Fund	Oct.	Oct.	Nov.	Nov.	Nov.	Nov.	Nov.	Fourth Quarter Project Implementation
	Construction of Covered Court at Santiago - Phase 2	Public Bidding	500,000.00	20 % DF Fund	April	April	May	May	May	May	May	Second Quarter Project Implementation
	Construction of Covered Court at Brgy. Stan. Ana - Phase 2	Public Bidding	500,000.00	20 % DF Fund	April	April	May	May	May	May	May	Second Quarter Project Implementation
	Rehabilitation of Multi-Purpose Hall at Brgy. Balibago - Phase 3	Public Bidding	500,000.00	20 % DF Fund	July	July	Aug.	Aug.	Aug.	Aug.	Aug.	Third Quarter Project Implementation
	Rehabilitation of Multi-Purpose Hall at Brgy. Talibayog	Public Bidding	500,000.00	20 % DF Fund	April	April	May	May	May	May	May	Second Quarter Project Implementation
	Rehabilitation of Multi-Purpose Hall at Brgy. Talisay	Public Bidding	500,000.00	20 % DF Fund	Oct.	Oct.	Nov.	Nov.	Nov.	Nov.	Nov.	Fourth Quarter Project Implementation
	Rehabilitation of Multi-Purpose Hall at Brgy. Carlota	Public Bidding	500,000.00	20 % DF Fund	April	April	May	May	May	May	May	Second Quarter Project Implementation
	Concreting of Road at Brgy. Baha	Public Bidding	500,000.00	20 % DF Fund	July	July	Aug.	Aug.	Aug.	Aug.	Aug.	Third Quarter Project Implementation

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


MIGUEL E. DUMAN
(Head of Department / Office)

Republic of the Philippines
Province of Batangas
MUNICIPALITY GOVERNMENT OF CALATAGAN

Standard Form Number: SF-GOOD-02


**ANNUAL PROCUREMENT PLAN
General Fund**

Department / Office: **20% DEVELOPMENT FUND**

Ref. 1	Contract Package (Description)	Procurement Method	ABC2	Source of Fund	PROCUREMENT SCHEDULE							REMARKS
					Pre - Procurement Conference	Posting of Invitation to Bid / Request for Quotation	Submission and Receipt of Bids/Quotation	Price Quotation / Bid Evaluation	Post Qualification	Award of Contract	Period of Delivery	
	Concreting of Road at Brgy. Poblacion I	Public Bidding	500,000.00	20 % DF Fund	April	April	May	May	May	May	May	Second Quarter Project Implementation
	Concreting of Road at Brgy. Bucal	Public Bidding	500,000.00	20 % DF Fund	April	April	May	May	May	May	May	Second Quarter Project Implementation
	Improvement of Lucsuhin Public Market	Public Bidding	500,000.00	20 % DF Fund	Oct.	Oct.	Nov.	Nov.	Nov.	Nov.	Nov.	Fourth Quarter Project Implementation
	Construction of Closed Canal at Poblacion III	Public Bidding	500,000.00	20 % DF Fund	April	April	May	May	May	May	May	Second Quarter Project Implementation
	Construction of Open Canal at Poblacion IV	Public Bidding	500,000.00	20 % DF Fund	Feb.	Feb.	March	March	March	March	March	First Quarter Project Implementation
	Construction of Retaining Wall at Poblacion Creek	Public Bidding	334,835.60	20 % DF Fund	Feb.	Feb.	March	March	March	March	March	First Quarter Project Implementation
	Amortization of Loans	Direct Payment	6,000,000.00	20 % DF Fund								1,500,000.00/ Quarter

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


MIGUEL E. DUMAN
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____

Planned Amount

Page 1 of 3 pages

Department / Office: **SPECIAL PURPOSE APPROPRIATIONS (Gender and Development)**

Regular

Contingency

Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
1	TRAVEL EXPENSES			Php 170,000.00										
	* Payment of applicable travel allowance and per diem and other incidental expenses incurred in attending GAD related trainings and seminars				As the needs arises and upon approval of Travel Order									
2	TRAINING EXPENSES			Php 230,000.00										
	* Payment of registration fee, hotel accommodation, air fare and meal expenses to be incurred in attending GAD related trainings and seminars				As the needs arises and upon approval of Travel Order									
3	OFFICE SUPPLIES			Php 10,000.00										
	* Purchase of Office Supplies of GAD GFPS - TWG			<i>10,000.00</i>	As the needs arises and subject to approval of Purchase Request									
4	DRUGS and MEDICINE			Php 300,000.00										
	* Purchase of Drugs and Medicines				As the need arises depending on the demand of the community as per the conduct of CBMS									
5	GASOLINE, OIL and LUBRICANTS			Php 90,000.00										
	* Maintenance of Garbage Truck for SWM Program / GAD Activities				As the needs arises and subject to approval of Purchase Request									
6	AGRICULTURAL and MARINE SUPPLIES EXPENSES			Php 130,000.00										
	* Purchase of Agricultural and Marine Supplies				As the need arises and upon approval of Work Program after analyzing the needs of the member									
7	OTHER SUPPLIES			Php 13,950.00										
	* Purchase of Senior Citizen's ID				As the needs arises and upon approval of Work Program									
8	TRANSPORTATION and DELIVERY EXPENSES			Php 50,000.00										
	* Hire of Transportation Vehicle for Sports, Tourism, Youth and GAD Related Activities for advertisement				As the needs arises and upon approval of Travel Order / Work Program									

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


BENEDICTA M. DE GUIA
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u> 1 </u> of <u> 3 </u> pages
Department / Office: SPECIAL PURPOSE APPROPRIATIONS (Gender and Development)	Regular	Date Submitted: _____
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
9	REWARDS and OTHER CLAIMS			Php 150,000.00										
	* Cash Prizes for Sports, Tourism, Youth and GAD Related Activities				As the needs arises and upon approval of Work Program									
10	DONATIONS			Php 1,500,000.00										
	* Financial Assistance to Organizations and Indigent Individuals				As the needs arises									
					-	331,250.00	-	331,250.00	-	331,250.00	-	331,250.00		
11	OTHER PROFESSIONAL SERVICES			Php 200,000.00										
	* Honorarium of Daycare Workers			<i>88,400.00</i>										88,400.00
	* Referee's Fee			<i>111,600.00</i>				111,600.00						
12	REPAIR & MAINTENANCE OF ROADS, HIGHWAY & BRIDGES IN THE DIFFERENT BARANGAYS			Php 200,000.00										
				<i>200,000.00</i>										
13	REPAIR & MAINTENANCE OF PARKS and PLAZAS			Php 100,000.00										
				<i>100,000.00</i>										
14	REPAIR OF ARTESIAN WELL			Php 25,000.00										
				<i>25,000.00</i>										
15	OTHER MAINTENANCE and OPERATING EXPENSES			Php 380,000.00										
	* Purchase of Sports and Tourism Supplies													
	* Catering Services during meetings, trainings and medical mission													
	* Hire of chairs and Other Miscellaneous Expenses for GAD - Related Activities													
16	COUNCIL FOR WOMEN ACTIVITIES/PROGRAMS			Php 200,000.00										
	* Expenses for the Womens Month Celebration and Other Activities of CWO				As the needs arises and upon approval of Work Program									
17	SENIOR CITIZENS WELFARE PROGRAM			Php 351,050.00										
	* Expenses for the Honorarium of OSCA Head, Senior Citizens Month Celebration, Transportation and Other Expenses of OSCA				As the needs arises and upon approval of Work Program									

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


BENEDICTA M. DE GUIA
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u> 1 </u> of <u> 3 </u> pages
Department / Office: SPECIAL PURPOSE APPROPRIATIONS (Gender and Development)	Regular	Contingency
	Total	
Date Submitted: _____		

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
18	NUTRITION PROGRAM			Php 120,000.00										
	* Supplemental Feeding Program and Other Activities of MNAO				As the needs arises and upon approval of Work Program									
19	EMPOWERMENT, REAFFIRMATION OF PATERNAL ABILITIES			Php 75,000.00										
	* Expenses for the activities of ERPATS				As the needs arises and upon approval of Work Program									
20	WELFARE and PROTECTION of CHILDREN and YOUTH			Php 100,000.00										
	* Expenses for the Celebration of the Childrens Month and other activities for the Youth				As the needs arises and upon approval of Work Program									
21	PERSONS WITH DISABILITY PROGRAM			Php 100,000.00										
	* Expenses for the program of the PWD's				As the needs arises and upon approval of Work Program									
22	COMMUNITY/FAMILY WELFARE PROGRAM/ PANTAWID			Php 145,000.00										
	* Expenses for the Community and Family Welfare Program including Pantawid Beneficiaries				As the needs arises and upon approval of Work Program									
23	DONATIONS			Php 150,000.00										
	* Burial and Health Services				As the needs arises and upon approval of Work Program									
24	CAPITAL OUTLAYS			Php 625,000.00										
	* Purchase of water Supplies System Materials				As the needs arises and upon approval of Work Program									
25	BOTTOM UP BUDGETING PROCESS			Php 900,000.00										
	* Salintubig													
TOTAL				PHP 6,425,000.00										

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:


BENEDICTA M. DE GUIA
 (Head of Department / Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: SPECIAL PURPOSE APPROPRIATION (PEACE and ORDER)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	TRAVEL EXPENSES			Php 312,000.00								
	* Hire of Service Vehicle for Peace and Order related activities				As the needs arises and upon approval of Travel Order							
	* Payment of applicable travelling expenses and per diem											
2	TRAINING EXPENSES			Php 379,400.00								
	* Payment of Hotel Accommodation, Registration Fee during seminar				As the needs arises and upon approval of Work Program							
	* Catering Services											
	* Honorarium of Speaker											
3	OFFICE SUPPLIES EXPENSES			Php 115,000.00								
	* Bond Paper Short	180.00	100	<i>18,000.00</i>	25	4,500.00	25	4,500.00	25	4,500.00	25	4,500.00
	* Bond Paper Long	150.00	100	<i>15,000.00</i>	25	3,750.00	25	3,750.00	25	3,750.00	25	3,750.00
	* Folder Long	220.00	4	<i>880.00</i>	1	220.00	1	220.00	1	220.00	1	220.00
	* Brown Envelope Long	3.00	400	<i>1,200.00</i>	100	300.00	100	300.00	100	300.00	100	300.00
	* Brown Envelope Short	2.00	80	<i>160.00</i>	20	40.00	20	40.00	20	40.00	20	40.00
	* White Envelope	130.00	2	<i>260.00</i>	1	130.00	1	130.00	-	-	-	-
	* Columnar Note Book (6 colums)	43.00	8	<i>344.00</i>	4	172.00	4	172.00	-	-	-	-
	* Tape Dispenser	200.00	1	<i>200.00</i>	1	200.00	-	-	-	-	-	-
	* Scotch Tape	18.00	8	<i>144.00</i>	2	36.00	2	36.00	2	36.00	2	36.00
	* Stapler	100.00	2	<i>200.00</i>	2	200.00	-	-	-	-	-	-
	* Staple Wire	20.00	16	<i>320.00</i>	4	80.00	4	80.00	4	80.00	4	80.00
	* Fastener	62.00	8	<i>496.00</i>	2	124.00	2	124.00	2	124.00	2	124.00
	* Sign Pen Black	45.00	40	<i>1,800.00</i>	10	450.00	10	450.00	10	450.00	10	450.00
	* Ball Pen Black	5.00	80	<i>400.00</i>	20	100.00	20	100.00	20	100.00	20	100.00
	* Paper Clip	7.00	4	<i>28.00</i>	1	7.00	1	7.00	1	7.00	1	7.00
	* Tissue Paper	73.00	8	<i>584.00</i>	2	146.00	2	146.00	2	146.00	2	146.00
	* Alcohol	40.00	40	<i>1,600.00</i>	10	400.00	10	400.00	10	400.00	10	400.00
	* Glade Air Freshner	170.00	20	<i>3,400.00</i>	5	850.00	5	850.00	5	850.00	5	850.00
	* Pledge Furniture Polish	145.00	20	<i>2,900.00</i>	5	725.00	5	725.00	5	725.00	5	725.00
	* Tide Powder	160.00	20	<i>3,200.00</i>	5	800.00	5	800.00	5	800.00	5	800.00
	* Joy Dishwashing	70.00	4	<i>280.00</i>	1	70.00	1	70.00	1	70.00	1	70.00
	* Safeguard Hand Soap	35.00	4	<i>140.00</i>	1	35.00	1	35.00	1	35.00	1	35.00

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Prepared by:

RONALDO A. TORRES
(Head of Department / Office)

ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: SPECIAL PURPOSE APPROPRIATION (PEACE and ORDER)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
3	* Masking Tape	55.00	4	220.00	1	55.00	1	55.00	1	55.00	1	55.00
	* Correction Tape	25.00	12	300.00	3	75.00	3	75.00	3	75.00	3	75.00
	* Paste (big)	55.00	4	220.00	1	55.00	1	55.00	1	55.00	1	55.00
	* Ink Cartridge Canon 810 Black	890.00	40	35,600.00	10	8,900.00	10	8,900.00	10	8,900.00	10	8,900.00
	* Ink Cartridge Canon 811 Colored	1,090.00	20	21,800.00	5	5,450.00	5	5,450.00	5	5,450.00	5	5,450.00
	* Ink Cartridge Epson L110 Black	120.00	20	2,400.00	3	360.00	3	360.00	3	360.00	3	360.00
	* Ink Cartridge Epson L110 Colored	140.00	20	2,800.00	2	280.00	2	280.00	2	280.00	2	280.00
	* Pencil	6.00	8	48.00	2	12.00	2	12.00	2	12.00	2	12.00
4	DRUGS and MEDICINES			Php 150,000.00								
	* Purchase of Drugs and Medicines				As the need arises and upon approval of Purchase Request							
5	GASOLINE, OIL and LUBRICANTS			Php 650,000.00								
	* Purchase of Diesel for the PNP Patrol					162,500.00		162,500.00		162,500.00		162,500.00
6	MILITARY POLICE and TRAFFIC SUPPLIES EXPENSES			Php 150,000.00								
	* Purchase of Uniform of personnel implementing peace and order programs				As the need arises and upon approval of Purchase Request							
7	OTHER SUPPLIES EXPENSES			Php 1,304,000.00								
	* Purchase of Supplies & Materials for use in implementing peace and order programs				As the need arises and upon approval of Purchase Request							
8	TELEPHONER/INTERNET EXPENSES			Php 50,000.00								
	* Installation of Landline and Internet facilities abd Mobile Expenses at PNP Station											
9	PRINTING and BINDING EXPENSES			Php 10,000.00								
	* Printing of Tarpaulin				As the need arises and upon approval of Purchase Request							
10	REPRESENTATION EXPENSES			Php 1,112,400.00								
	* Honorarium of Chief of Police											
	* Honorarium of Fire Marshal											
	* Allowance of PNP Personnel											
	* Allowance of Fire Personnel											
	* Honorarium of Bantay Dagat											
	* Honorarium of Bargy. Tanod											
	* Honorarium of other volunteers											

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ANNUAL PROCUREMENT PLAN

FOR THE YEAR **2016**

Province, City or Municipality: **CALATAGAN**

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					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
11	REWARDS and OTHER CLAIMS			Php 350,000.00										
	* Cash incentives to individuals or groups performing peace and order activities				As the need arises and upon approval of Work Program									
12	SECURITY SERVICES			Php 486,000.00										
	* Wages of security guard at the public market/ Municipal Building				-	75,000.00	-	75,000.00	-	75,000.00	-	75,000.00		
13	OTHER PROFESSIONAL SERVICES			Php 766,200.00										
	* Hire of Traffic Aides	316,200.00			-	79,050.00	-	79,050.00	-	79,050.00	-	79,050.00		
	* Post Mortem Exam and Other Related Services	200,000.00			-	200,000.00	-	-	-	-	-	-		
	* Referee's Fee	250,000.00			-	250,000.00	-	-	-	-	-	-		
14	REPAIR and MAINTENANCE - OFFICE EQUIPMENT			Php 15,000.00										
	* Repair and Maintenance of ACU and Other Office Equipment at Police and Fire Stations				As the need arises and upon approval of Work Program									
15	REPAIR and MAINTENANCE - IT EQUIPMENT and SOFTWARE			Php 15,000.00										
	* Repair of Computer and Printer at Police Station and Fire Station				As the need arises and upon approval of Work Program									
16	REPAIR and MAINTENANCE - OTHER MACHINERY and EQUIPMENT			Php 30,000.00										
					As the need arises and upon approval of Work Program									
17	REPAIR and MAINTENANCE - MOTOR VEHICLE			Php 200,000.00										
	* Repair of PNP Patrol				As the need arises and upon approval of Purchase Request									
18	DONATIONS			Php 725,000.00										
	* Financial Assistance to organizations and individuals implementing peace and order programs				As the need arises and upon approval of Work Program									
19	OTHER MAINTENANCE and OPERATING EXPENSES			Php 1,130,000.00										
	* Catering Services				As the need arises and upon approval of Work Program									
	* Purchase of Tarpaulin													
	* Purchase of Sports Uniform and Supplies													
	* Support to Oplan Sum Vac													

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ANNUAL PROCUREMENT PLAN
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Province, City or Municipality: **CALATAGAN**

Plan Control No. _____	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department / Office: SPECIAL PURPOSE APPROPRIATION (DRRMF)	Regular	Date Submitted:
	Contingency	
	Total	

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	TRAINING EXPENSES			Php 300,000.00									
	* Payment of Registration Fees, Hotel Accommodation and Catering Services				As the need arises and upon approval of Work Program								
2	OFFICE SUPPLIES			Php 50,000.00									
	* Bond Paper - Short	120.00	12	<i>1,440.00</i>	-	-	4	480.00	4	480.00	4	480.00	
	* Bond Paper - Long	130.00	12	<i>1,560.00</i>	-	-	4	520.00	4	520.00	4	520.00	
	* Yellow Pad Paper	25.00	8	<i>200.00</i>	-	-	3	75.00	3	75.00	2	50.00	
	* Ballpen	2.00	48	<i>240.00</i>	-	-	16	80.00	16	80.00	16	80.00	
	* Manila Paper	3.00	60	<i>180.00</i>	-	-	20	60.00	20	60.00	20	60.00	
	* Pentel Pen (black)	40.00	40	<i>1,600.00</i>	-	-	15	600.00	15	600.00	10	400.00	
	* Pentel Pen (red)	40.00	24	<i>960.00</i>	-	-	8	320.00	8	320.00	8	320.00	
	* Computer Ink Canon 40	1,100.00	12	<i>13,200.00</i>	-	-	4	4,400.00	4	4,400.00	4	4,400.00	
	* Computer Ink Canon 41	1,300.00	8	<i>10,400.00</i>	-	-	3	3,900.00	3	3,900.00	2	2,600.00	
	* Folder Long	220.00	1	<i>220.00</i>	-	-	1	220.00	-	-	-	-	
	* Letter Head With Logo	20,000.00		<i>20,000.00</i>									
3	DRUGS and MEDICINES			Php 150,000.00									
	* Purchase of Medicines / Laboratory Supplies				As the needs arise and upon approval of Purchase Request. The needs for drugs and medicines will depend on the occurrence of diseases brought about by disaster / calamity								
4	GASOLINE, OIL and LUBRICANTS			Php 300,000.00									
	* Purchase of Gasoline and Diesel Fuel for use of Heavy Equipment, Rubber Boat and Disaster Equipment and Service				As the need arises and upon approval of Purchase Request								
5	AGRICULTURAL SUPPLIES			Php 100,000.00									
	* Purchase of Agricultural Supplies				As the need arises and upon approval of Purchase Request (As per Disaster Report on Affected Agricultural Crops)								
6	OTHER SUPPLIES			Php 450,000.00									
	* Purchase of Rice	2,150.00	179	<i>384,850.00</i>									
	* Flashlights with Battery	450.00	50	<i>22,500.00</i>									
	* Raincoats	375.00	50	<i>18,750.00</i>	As the need arises and upon approval of Purchase Request								
	* Life Vest	1,000.00	20	<i>20,000.00</i>									
	* Candles	10.00	375	<i>3,750.00</i>									
7	TRANSPORTATION and DELIVERY EXPENSES			Php 100,000.00									
	* Hire of Heavy Equipment Service Vehicle during and after calamity				As the need arises and upon approval of Purchase Request								

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					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
8	REPAIR and MAINTENANCE - MOTOR VEHICLE			Php 200,000.00										
	* Labor and Materials for the Repair of Service Vehicle				As the need arises and upon approval of Purchase Request									
9	REPAIR and MAINTENANCE - ROADS, HIGHWAYS and BRIDGES			Php 500,000.00										
	* Rehabilitation of Roads, Highways and Bridges Affected by Calamity				Implementation of Projects Prioritized in the LDRRMF AIP									
10	TELEPHONE EXPENSES			Php 80,000.00										
	* Payment of Telephone Bill				-	20,000.00	-	20,000.00	-	20,000.00	-	20,000.00	-	20,000.00
11	DONATIONS			Php 100,000.00										
	* Financial Assistance to victims of calamity				As the need arises and upon approval of ESSA Form									
12	OTHER MAINTENANCE and OTHER OPERATING EXPENSES			Php 167,500.00										
	* Meals and Snacks during disaster operation													
	* Hire of Tents and portalet				As the need arises and upon approval of Purchase Request									
	* Other Emergency Expenses during calamity													
	* Purchase of Relief Goods													
13	CAPITAL OUTLAYS			Php 2,000,000.00										
					Implementation of Projects Prioritized in the LDRRMF AIP									
14	QUICK RESPONSE FUND													
	* Relief and Recovery	1,927,500.00												
TOTAL				PHP 6,425,000.00										

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