

**ANNUAL PROCUREMENT PLAN FOR 2017**  
For Common-Use Supplies and Equipment (Printing and Publication)

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- Region XIII
  - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- Regions VI, VII, VIII, X, & XI
  - Surigao Del Norte - Surigao Del Norte
  - Zamboanga Sibugay- Zamboanga Sibugay
  - Carigui - Carigui
- Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [phileps.gov.ph](http://phileps.gov.ph) and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
- For Other items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the items. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office **AND email an electronic copy** at [app@phileps.gov.ph](mailto:app@phileps.gov.ph) or at [app.psd@m.com](mailto:app.psd@m.com).
- Consistent with DBM Circular No. 2013-14, the APP for FY 2017 must be submitted on or before November 15, 2016.**
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Office: DEPARTMENT OF LABOR & EMPLOYMENT  
Region: VI  
Address: SWAN-ROSE BLDG., COMMISSION CIVIL ST., IARO, ILOILO CITY.

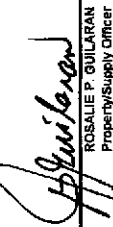
Contact Person: Rosalie P. Guillaran  
Position: Administrative Officer V  
E-mail: [rosalieguillaran@yahoo.com.ph](mailto:rosalieguillaran@yahoo.com.ph)  
Telephone/Mobile Nos: 033-3208024

Item & Specifications	Unit of Measure	Quantity Requirement												Total	PS Price Catalogue as of	TOTAL AMOUNT						
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																						
<b>COMMON OFFICE SUPPLIES</b>																						
1. PAPER, mimeograph, Whitewove, 210mm x330mm, 70 gsm., 480 sheets ream	ream	10			10	1060.03	10	1080			10	1080	10	1080.03	10	1080.03	10	1080.03	40	108.00	4,320.12	
2. PAPER, mimeograph, Whitewove, long (8 1/2" x 13")	ream	10			10	1184.82	10	1184.8			10	1184.8	10	1184.82	10	1184.82	10	1184.82	40	118.48	4,739.28	
3. PAPER, multicopy, legal, for laser printing	ream	5			5	688.065	5	688.07			5	688.07	5	688.065	5	688.065	5	688.065	20	131.06	2,752.26	
4. PAPER, for Plain Paper Copier, long	ream	5			5	593.198	5	593.2			5	593.2	5	593.1975	5	593.1975	5	593.1975	20	112.99	2,372.79	
						3546.11		3546.1				3546.1		3546.1125		3546.1125		3546.1125			14,184.45	
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																						
<b>Office Equipment and Accessories</b>																						
1. Tarpaulin including printing (Various Streamers)	sq mtr	300	200	200	700	18375	300	200	200	200	200	700	18375	300	200	200	700	18375	2800	25.00	73,500.00	
2. Riso Toner	cartridge	3			3	3622.5	3	3622.5			3	3622.5	3	3622.5	3	3622.5	3	3622.5	12	1,150.00	14,400.00	
3. Riso Master	rolls	2			2	2772	2	2772			2	2772	2	2772	2	2772	2	2772	8	1,320.00	11,088.00	
4. Toner for Develop Ineo Photocopying Machine	blis	1			1	3307.5	1	3307.5			1	3307.5	1	3307.5	1	3307.5	1	3307.5	4	3,150.00	13,230.00	
5. Printing Annual Report labor and materials	pcs	75			75	45281.3	0	0			0	0	0	0	0	0	0	0	75	575.00	45,281.25	
<b>Note: Including labor and materials</b>																						
6. Contingency	Issue					476.3													500	1976.3	1,976.30	
7. Allen Employment Publication	Issue	15	15	14	44	59400	15	12	42	56700	14	10	34	45900	14	11	10	35	47250	155	575.00	209,250.00
<b>Note: Including Labor and materials</b>																						
		315	221	289	1301	132758	315	221	212	1248	84777	314	210	1240	73977	314	217	210	1241	75327	5030	368,815.55
<b>C. TOTAL (A + B):</b>																						
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																						
<b>E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words: P 383,000.00 (THREE HUNDRED EIGHTY THREE THOUSAND PESOS))</b>																						
<b>F. MONTHLY CASH REQUIREMENTS (in Pesos)</b>																						
F.1 Available at Procurement Service Stores						3,546.11															3,546.11	14,184.45
F.2 Other items not available at PS but regularly purchased from other sources						132,758.25															75,327.00	366,639.25
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>						136,304.36															78,873.11	381,023.70

\*Other categories that are not indicated herein  
\*\*Prices are FOB Manila Applicable for items under A.

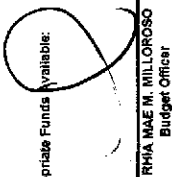
We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

  
ROSALIE P. GULARAN  
Property/Supply Officer

Date Prepared: 11/14/16

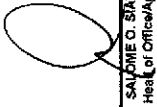
Certified Appropriate Funds Available:

  
RHIA MAE M. MILLOROSO  
Budget Officer

Certified Funds Available:

  
NONALGRACE B. GAMBOA  
Acting Accountant III

Approved by:

  
SALOME O. SISON  
Head of Office/Agency