

QUARTERLY WORK AND FINANCIAL PLAN  
CY- 2012  
CITY TREASURER'S OFFICE

Targetted Result	PPAs	PROCUREMENTS					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Fund Sour Account N
		Qty	Description (Other Supplies Expense)	Est. U/ Cost	Est. Total Cost						
Cleaned and well		10	cans	Air Freshener (Spray, 280ml)	158.00	1,580.00	790.00		790.00		
well maintained		20	cans	Ajax Cleanser, (medium)	35.00	700.00	350.00		350.00		
City Treasurer's		<sup>-10</sup> 34	pcs.	Albatross	18.95	644.30	322.15		322.15		
Office		<del>35</del> 100	btls.	Alcohol, Isoprophyl 70% sol.	58.00	5,800.00	1,450.00	1,450.00	1,450.00	1,450.00	
		2	pcs.	Angle Valve	76.20	152.40	76.20		76.20		
		<sup>-6</sup> 24	pcs.	Anti-bacterial soap (big)	20.65	495.60	123.90	123.90	123.90	123.90	
		8000	pcs.	Application to engage in bussiness	2.00	16,000.00		16,000.00			
		6	cans	Baygon Spray	168.35	1,010.10	505.05			505.05	
		2,500	pcs.	Bicycle Plates <i>SUB 1/26/11</i>	32.75	81,875.00		81,875.00			
		<sup>8</sup> 10	pcs.	Bulbs, 18 watts	180.00	1,800.00	900.00		900.00		
		5,000	pcs.	Bussiness Plates Stickers	13.10	65,500.00		65,500.00			
		10	pcs.	Caretela Plates	37.50	375.00		375.00			
		6	pcs.	Convenient Outlet (3-gang)	100.00	600.00	300.00		300.00		
		2,500	pcs.	Delivery Van Stickers <i>300 1/26/11</i>	12.00	30,000.00		30,000.00			
		<sup>-8</sup> 30	kls.	Detergent Powder soap, 1 kilo	68.50	2,055.00	548.00	479.50	548.00	479.50	
		<sup>-9</sup> 36	bxs.	Dishwashing refill	26.04	937.44	234.36	234.36	234.36	234.36	
		8	pcs.	Dust pan	32.00	256.00	64.00	64.00	64.00	64.00	
		4	pcs.	Extension Cord	150.00	600.00	300.00		300.00		
		6	pcs.	Floormat (rubberized)	68.75	412.50	206.25		206.25		
		1	pc.	Flopper	73.95	73.95	73.95				
		1	pc.	Flush handle	54.25	54.25			54.25		
		100	pcs.	Garbage Bag, big	5.51	551.00	137.75	137.75	137.75	137.75	
		3	pcs.	Gloves (rubberized)	41.00	123.00	123.00				
		1	pc.	Heavy brass faucet	166.45	166.45			166.45		
		1	pc.	Lavatory faucet	257.25	257.25	257.25				
		1	pc.	Lavatory faucet supply pipe	350.00	350.00	350.00				
		34	btls.	Lysol	298.50	10,149.00	2,388.00	2,686.50	2,388.00	2,686.50	
		6,500	pcs.	Mayor's Permit (bussiness) <i>1/26/11</i>	2.95	19,175.00		19,175.00			
		6,000	pcs.	Mayor's Permit for occupation <i>3/26/11</i>	2.95	17,700.00		17,700.00			
		4	pcs.	Money Detector Bulb	750.00	3,000.00	1,000.00		2,000.00		
		50	pcs.	Mophead	70.58	3,529.00	846.96	846.96	846.96	988.12	

Targetted Result	PPAs	PROCUREMENTS				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Fund Source Account No
		Qty	Description (Other Supplies Expense)	Est. U/ Cost	Est. Total Cost					
		4	pcs.	Mophead Holder	89.35	357.40		89.35	178.70	89.35
		4	pcs.	Motorcycle Gloves	150.00	600.00				600.00
		2	pcs.	Pail big plastic	250.00	500.00			500.00	
		2	pcs.	Plastic dipper	25.00	50.00			50.00	
		84	pcs.	Plugs	28.00	168.00			84.00	84.00
		1,500	pcs.	Record of Bussiness Tax Payments	3.50	5,250.00	5,250.00			
		12	pcs.	Sack Cloth	18.22	218.64	109.32		109.32	
		12	pcs.	Soft Grooms	32.00	384.00	96.00	96.00	96.00	96.00
		12	pcs.	Starter	10.00	120.00	60.00			60.00
		1	pc.	Tapelon tape	35.00	35.00			35.00	
		2	pcs.	Toilet Brush w/ handle	14.64	29.28	14.64		14.64	
		12	pcs.	Toilet Deodorant	18.95	227.40	56.85	56.85	56.85	56.85
		6	pcs.	Trash Can	120.00	720.00			720.00	
		1	pc.	Water closet supply pipe	350.00	350.00			350.00	
		1	pc.	Water closet toilet bowl fitting	422.45	422.45			422.45	
		6	pcs.	Socket	6.50	39.00				39.00
		200	pads	Violator's Citation ticket	120.00	24,000.00	24,000.00			
				OTHER SUPPLIES EXPENSE		<b>299,393.41</b>	<b>40,933.63</b>	<b>236,890.17</b>	<b>13,875.23</b>	<b>7,694.38</b>
				<b>Accountable Forms</b>						
		2,982	stubs	Accountable Forms 51	125.00	372,750.00	238,000.00	44,875.00	44,875.00	45,000.00
		650	stubs	Accountable Form 53	110.00	71,500.00	17,930.00	17,930.00	17,930.00	17,710.00
		100	stubs	Accountable Form 54	160.00	16,000.00	4,000.00	4,000.00	4,000.00	4,000.00
		500	stubs	Accountable Form 56	160.00	80,000.00	20,000.00	20,000.00	20,000.00	20,000.00
		1,610	stubs	Community Tax Certificate (Ind.)	70.98	114,277.80	70,980.00	10,824.45	10,824.45	21,648.90
		10	stubs	Community Tax Certificate Corp.	95.64	956.40	478.20		478.20	
		50	stubs	Cash Tickets 10.00	93.80	4,690.00	2,345.00		2,345.00	
		30	stubs	Cash Ticket @ 5.00	93.80	2,814.00	1,407.00	469.00	469.00	469.00
				<b>Total Accountable Forms</b>		<b>662,988.20</b>	<b>355,140.20</b>	<b>98,098.45</b>	<b>100,921.65</b>	<b>108,827.90</b>
				Publication of Bussiness Regis-						
				tration Plates		<b>975,606.59</b>	<b>975,606.59</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>

**GRAND TOTAL**

**P1,937,988.20**  
VVVVVVVVVV

**1,371,680.42**

**334,988.62**

**114,796.88**

**116,522.28**

Prepared by:

  
**EVELYN P. TUBIG**  
LTOO IV

Approved:

  
**HELEN T. ROSALES**  
City Treasurer

QUARTERLY WORK AND FINANCIAL PLAN

07/2012

Department: CITY TREASURER'S OFFICE

Qty		Description	PROCUREMENT					
			Est. Unit Cost	Est. Total Cost	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
20	bx	Adding machine ribbon (2spools)	18.35	367.00	91.75	91.75	91.75	91.75
50	rls.	Adding machine tapes (The leading edge)	18.35	917.50	228.55	228.20	228.55	228.20
150	pcs.	Ballpen (blue&black), HBW 2000	3.50	525.00	129.50	129.50	136.50	128.50
90	pcs.	Ballpen (green), pilot	18.04	541.20		270.60		270.60
300	pcs.	Ballpen (blue), pilot	18.90	5,550.00	1,387.50	1,387.50	1,387.50	1,387.50
18	pcs.	Battery (Eveready)	11.56	208.08	57.80	46.24	57.80	46.24
15	rms.	Book paper long (5-20)	175.27	2,629.05	386.10	747.65	747.65	747.65
20	rms.	Book paper short (5-20)	148.53	2,970.60	742.65	742.65	742.65	742.65
30	pcs.	Brown envelope long	1.16	34.80	17.40		17.40	
30	pcs.	Brown envelope short	0.95	28.50	14.25		14.25	
900	pcs.	Bundy clock cards	1.10	990.00	220.00	220.00	220.00	220.00
4	units	Calculator MS470L	462.00	1,848.00	924.00	924.00		
4	bx.	Carbon paper (Peak an)	483.84	1,935.36	967.68		967.68	
8	bx.	Computer inkjet, hp 21 (black)	638.00	5,104.00	2,552.00		1,276.00	1,276.00
8	bx.	Computer inkjet, hp 22 (colored)	1277.60	10,220.80	2,555.20	2,555.20	2,555.20	2,555.20
15	bx.	Computer inkjet FX 2150	76.25	1,143.75	1,143.75			
20	bx.	Computer inkjet #60	625.87	12,517.40	3,129.35	3,129.35	3,129.35	3,129.35
10	bx.	Computer inkjet #60 (colored)	764.39	7,643.90		3,821.95	2,293.17	1,528.78
6	pcs.	Computer Mouse Pad	35.00	210.00		70.00	70.00	70.00
6	pcs.	Computer Mouse	238.24	1,429.44		714.72		714.72
12	bx.	Computer paper, 11x9 1/2, 2ply	747.45	8,969.40	2,989.80	2,989.80	2,989.80	
12	12	Computer paper, 11x9 1/2, 3ply	506.95	6,107.40	2,035.80	2,035.80	2,035.80	
12	bx.	Computer paper, 11x9 1/2, 4ply	728.85	8,746.20	2,186.55	2,186.55	2,186.55	2,186.55
24	bx.	Computer paper, 11x9 1/2, 1ply	656.00	15,744.00	3,936.00	3,936.00	3,936.00	3,936.00
60	bx.	Computer ribbon short (EPSON)	89.50	5,370.00	1,342.50	1,342.50	1,342.50	1,342.50
30	rms.	Coupon bond long, 5-18	131.27	3,938.10	1,969.05		1,969.05	
30	rms.	Coupon bond <del>long</del> 5-18	113.11	3,393.30			1,696.65	1,696.65
24	pcs.	Folder (plastic w/ slide, long)	10.00	240.00		120.00		120.00
50	pcs.	Folder green w/ metal tab	8.57	428.50		214.25		214.25
3,000	pcs.	Folder long, 14 pts.	3.22	9,660.00	2,418.22	2,415.00	2,411.78	2,415.00

1	pad	Gen Form 2 (RFR)	32.50	32.50		32.50		
1	tubps	Gestalt Ink	150.00	150.00		150.00		
4	bx.	Gug tacker wires, T-30	180.00	720.00	180.00	180.00	180.00	180.00
20	pack	Index card, 5" x 8"/500 pcs	40.00	800.00	200.00	200.00	200.00	200.00
6	pcs.	Keyboard	233.30	1,398.00		699.30		699.30
1000	pcs.	Mailing envelope	0.38	380.00	95.00	95.00	95.00	95.00
30	rls.	Masking tape, 1 inch	22.72	681.60	318.08		363.52	
20	pcs.	Molar File	61.50	1,230.00	615.00		615.00	
50	rls.	Masking tape, 2 inches	40.22	2,011.00	482.64	522.86	522.86	482.64
15	rms.	Onion kin Long	132.00	1,980.00	1,320.00			660.00
30	bx.	Paper clips (small), Platik coated	5.38	176.40	76.44	35.28	29.40	35.28
30	bx.	Paper fastener, plastic coated	21.17	635.10	169.36	148.19	169.36	148.19
20	bx.	Paper clips (big), Platik coated	13.35	266.60	133.30		133.30	
12	blb.	Paste	21.76	261.12	65.28	65.28	43.52	87.04
30	pcs.	Pencil (Mongol), #2	4.66	139.80	69.90			69.90
24	pcs.	Pental pen (big)	30.95	742.80	185.70	185.70	185.70	185.70
24	pcs.	Pental pen (small)	3.50	84.00	42.00		42.00	
6	pcs.	Pental pen refill ink	35.00	210.00	70.00	35.00	70.00	35.00
1	rl.	Plastic Cover	350.00	350.00		350.00		
20	pcs.	Record book, 200pp	30.29	605.80	151.45	151.45	302.90	
20	pcs.	Record book, 500pp	48.40	968.00	242.00	242.00	242.00	242.00
24	pcs.	Re-writable CD w/ case	30.00	720.00	360.00		360.00	
2	pcs.	Ring Binder, 3/4"	18.11	36.22		36.22		
100	pads	Remittance Forms	140.00	14,000.00			7,000.00	7,000.00
25	pcs.	Rubber band (big)	53.85	1,346.25		646.20		700.05
50	pcs.	Rubber band (small)	7.40	592.00	148.00	148.00	148.00	148.00
12	pcs.	Rubber Stamps	150.00	1,800.00	450.00	450.00	450.00	450.00
25	rls.	Scotch tape, 2 inches	20.97	524.25	146.79	125.82	125.82	125.82
30	rls.	Scotch tape, 1 inch	8.74	262.20		61.18	69.92	131.10
24	pcs.	Sign pen (pilot)(black)	20.05	481.20	120.30	120.30	120.30	120.30
36	blb.	Snapake	11.42	411.12	91.36	102.78	114.20	102.78
24	pcs.	Stabilo pens	38.00	1,392.00		696.00		696.00
12	bx.	Stamping pad (small)	44.00	528.00	132.00	132.00	132.00	132.00
12	pcs.	Stamping pad (big)	53.85	646.20	161.55		161.55	323.10
12	pcs.	Stamping pad ink	10.51	126.12		63.06	31.53	31.53

36	pcs.	Staple wires (Stevens)	30.29	1,090.44	545.22	272.61		272.61
6	pcs.	Stapler w/ remover	240.33	1,441.98		720.99		720.99
1	ex.	Stapcil (box)	483.87	483.87		483.87		
2	rls.	Thermal paper (Fax machine)	135.00	270.00			135	135.00
12	bxs.	Typewriter ribbon	19.37	232.44		116.22	58.11	58.11
6	pcs.	USB Flash Drive, 8gb	825.50	4,953.00		4,127.50	825.50	
5	pcs.	USB Flash Drive, 4gb	345.00	1,725.00				1,725.00
3	pcs.	Wyalboard pen	44.32	133.11				133.11
12	pads	Yellow paper	15.95	191.40				191.40
24	pcs.	Cartolina (asstd colors)	6.00	144.00	144.00			
24	pcs.	Sign Pen, pilot (green)	18.04	432.96				432.96
1	units	RISO Graphing Ink K5 500	1,150.00	1,150.00				1,150.00
1	units	RISO K5 Master B, 5-3276	1,320.00	1,320.00		1,320.00		
5	bxs.	Computer paper, 14 x 9 1/2, 3 ply	850.00	4,250.00	2,550.00	1,700.00		
500	pcs.	Real property cards	5.00	2,500.00				2,500.00
2	bxs.	Computer ink toner	3,314.46	6,628.92			3,314.46	3,314.46
3	bxs.	Laser toner (ETRACS)	4,028.00	12,084.00	8,056.00	4,028.00		
Total funding required this Quarter				195,021.28	48,756.77	48,754.52	48,754.53	48,755.46

Prepared by:

  
EVELYN P. TUBIG  
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Certified Correct:

  
HELEN I. ROSALES  
CITY TREASURER

Approved:

JOHN G. BONGAT  
CITY MAYOR