

Budget

## ANNUAL PROCUREMENT PLAN (2012)

DEPARTMENT

EDUCATION, SCHOLARSHIP, AND SPORTS OFFICE (ESSO)

ITEM (1)	PARTICULARS (2)	QUANTITY		COST		ALLOTMENT BY QUARTER				PURPOSE				
		ON-HAND (3)	PROPOSED (4)	UNIT (5)	TOTAL (6)	1 <sup>ST</sup> QUARTER (7)		2 <sup>ND</sup> QUARTER (8)			3 <sup>RD</sup> QUARTER (9)		4 <sup>TH</sup> QUARTER (10)	
OFFICE SUPPLIE S	Canon laid paper short (assorted colors)	0	1 box	P 750.00	P 750.00	1 box	750.00							for certificates & other use
	Manila paper	0	10 pcs	4.50	45.00	10 pcs	45.00							for DepEd & QUEEN activities
	Whitewove paper (long - sub 18)	0	50 reams	168.00	8,400.00	25 reams	4,200.00			25 reams	4,200.00			for quarterly and division achievement tests
	Folder (long)	0	20 pcs	4.50	90.00	10 pcs	45.00	10 pcs	45.00					for filing & documentation
	Foider (short)	0	20 pcs	4.50	90.00	10 pcs	45.00	10 pcs	45.00					for filing & documentation
	Brown envelope (long)	0	20 pcs	4.50	90.00	10 pcs	45.00	10 pcs	45.00					for filing & documentation
	Brown envelope (short)	0	20 pcs	4.50	90.00	10 pcs	45.00	10 pcs	45.00					for filing & documentation
	White mailing envelope (long)	0	1 box	250.00	250.00	1 box	250.00							for mailing/transmittal of letters
	Record book (200 pages)	0	2 pcs	40.00	80.00	1 pc	40.00			1 pc	40.00			for records
	Board paper (assorted colors)	0	1 pack	55.00	55.00	1 pack	55.00							for submission of nominations/entries
	Book paper (short - sub 20)	0	30 reams	185.00	5,550.00	10 reams	1,850.00			10 reams	1,850.00	10 reams	1,850.00	for documentation & processing
	Book paper (long - sub 20)	0	30 reams	195.00	5,850.00	10 reams	1,950.00			10 reams	1,950.00	10 reams	1,950.00	for documentation & processing
	Bond paper (short - sub 18)	0	30 reams	120.00	3,600.00	10 reams	1,200.00			10 reams	1,200.00	10 reams	1,200.00	for documentation & processing
	Bond paper (long - sub 18)	0	30 reams	138.00	4,140.00	10 reams	1,380.00			10 reams	1,380.00	10 reams	1,380.00	for documentation & processing
	Bond paper (short - sub 16)	0	10 reams	100.00	1,000.00	3 reams	300.00	3 reams	300.00	2 reams	200.00	2 reams	200.00	for documentation & processing
	Bond paper (long - sub 16)	0	10 reams	118.00	1,180.00	3 reams	354.00	3 reams	354.00	2 reams	236.00	2 reams	236.00	for documentation & processing
	Bundy Clock Card	0	144 pcs	1.27	182.88	36 pcs	45.72	36 pcs	45.72	36 pcs	45.72	36 pcs	45.72	for daily attendance report of personnel
	Expanding folder (long - green)	0	40 pcs	6.00	240.00	10 pcs	60.00	10 pcs	60.00	10 pcs	60.00	10 pcs	60.00	for filing & documentation
	Expanding brown envelope w/ tie	0	40 pcs	9.50	380.00	10 pcs	95.00	10 pcs	95.00	10 pcs	95.00	10 pcs	95.00	for filing & documentation
	Expanding plastic envelope (long)	0	20 pcs	7.50	150.00	5 pcs	37.50	5 pcs	37.50	5 pcs	37.50	5 pcs	37.50	for filing & documentation
	<b>Sub-total</b>				<b>32,212.88</b>		12,792.22		1,072.22		11,294.22		7,054.22	
OTHER SUPPLIES EXPENSE S	Steel filing cabinet	1 unit	1 unit	7,500.00	7,500.00	1 unit	7,500.00							for office's use
	Whiteboard Screen (4x8)	0	1 unit	6,200.00	6,200.00	1 unit	6,200.00							for office's use
	Printed t-shirts	0	27 pcs	200.00	5,400.00	27 pcs	5,400.00							office's uniform & other ESSO activities
		<b>Sub-total</b>				<b>19,100.00</b>		19,100.00						

TRAVELLING EXPENSES - LOCAL	Official Travel - Local	0	3	5,000.00	15,000.00			1	5,000.00	1	5,000.00	1	5,000.00	for ESSO activities
	Sub-total				15,000.00				5,000.00	1	5,000.00	1	5,000.00	
ADVERTISING EXPENSES	Tarpaulins	0	5 pcs	500.00	2,500.00	2 pcs	1,000.00			3 pcs	1,500.00			for ESSO activities
	Other advertising modes				4,002.50		2,001.25				2,001.25			for ESSO activities
	Sub-total				6,502.50	3,001.25					3,501.25			
PRINTING & BINDING EXPENSES	Printing & binding expenses				16,277.50		5,425.90		5,425.80		5,425.80			for ESSO activities
	Sub-total				16,277.50		5,425.90		5,425.80		5,425.80			
GENERAL SERVICES	General Services				48,000.00		12,000.00		12,000.00		12,000.00		12,000.00	for ESSO activities
	Sub-total				48,000.00		12,000.00		12,000.00		12,000.00		12,000.00	
REPAIR & MAINTENANCE OF OFFICE EQUIPMENT	Repair & Maintenance – Office Equipment				15,002.50		3,750.64		3,750.62		3,750.62		3,750.62	for ESSO activities
	Sub-total				15,002.50		3,750.64		3,750.62		3,750.62		3,750.62	
DONATIONS	Donations for ESSO Programs/Activities				229,500.00		57,375.00		57,375.00		57,375.00		57,375.00	for ESSO activities
	Sub-total				229,500.00		57,375.00		57,375.00		57,375.00		57,375.00	
OTHER MAINTENANCE & OPERATING EXPENSES	Other maintenance & operating expenses				33,107.50		8,276.89		8,276.87		8,276.87		8,276.87	for ESSO activities
	Sub-total				33,107.50		8,276.89		8,276.87		8,276.87		8,276.87	
<b>GRAND-TOTAL</b>					<b>414,702.88</b>		121,721.90		92,900.51		106,623.76		93,456.71	

Prepared & submitted by:

**ERNANI B. SURON**  
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