

WORK FINANCIAL PLAN 2012
PUBLIC SAFETY OFFICE

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1/25

OBJECT OF EXPENDITURES	1st		2nd		3rd		4th		TOTAL	
	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
OFFICE SUPPLIES EXPENSES										
ballpen 5.00	48	240.00							48	240.00
book paper long S-20 181.50	80	14,520.00							80	14,520.00
sign pen 51.86	40	2,074.40							40	2,074.40
scotch tape 2" 20.97	18	377.46							18	377.46
masking tape 2" 1" 45.00	1b 24	1,080.00							24	1080.00
ink hp60 color 746.44	20	14,928.80							20	14928.80
cutter (big) 55.00	3	165.00							3	165.00
cutter (big) 30.00	3	90.00							3	90.00
masking tape 1" 23.72	12	284.64							12	284.64
newsprint long 67.22	40	2,688.80							40	2,688.80
newsprint short 57.50	40	2,300.00							40	2,300.00
numbering machine	1	1,150.00							1	1,150.00
paper clip (big) 11.50	6	69.00							6	69.00
computer ribbon 8750 75.00	12	900.00							12	900.00
leave form 80.00	12	960.00							12	960.00
mongol pencil 10.00	3	30.00							3	10.00
folder short/long 5.00	100	1,000.00							100	1000.00
white wove long 113.24	20	2,264.80							20	2264.80
white wove short 94.79	20	1,895.80							20	1895.80
rer 35.00	1	35.00							1	35.00
whiteboard pen 45.00	12	540.00							12	540.00

		2025							
yellow pad	14.59	6	87.54					6	87.54
paste	20.37	3	61.11					3	61.11
mailing envelope	.35	200	70.00					200	70.00
USB	725.00	6	4,350.00					6	4,350.00
TOTAL			103,275.55						103,275.55
OTHER SUPPLIES EXPENSES	102,150.00		43,413.75			43,413.75			86,827.50
air freshener	44.66	2	289.32		2	289.32		4	578.64
alcohol	37.70	6	226.20		6	226.20		12	452.40
detergent soap (surf)	89.00	3 6	534.00		6	534.00		12	1,068.00
liquid soap	35.00	6	210.00		6	210.00		12	420.00
mop head	85.00	2	170.00		2	170.00		4	340.00
softbroom	65.00	4 3	195.00		3	195.00		6	390.00
floor rug	65.00	3	195.00		3	195.00		6	390.00
TOTAL									P3,444.04
OFFICE SUPPLIES EXPENSES	29,000.00		24,650.00						24,650.00
TRAVELLING EXPENSES	15,300.00		13,005.00						13,005.00
TRAINING EXP. 30,600.00			26,010.00						26,010.00
POSTAGE & DELIVERIES	3,850.00		3,272.50						3,272.50
TELEPHONE EXP. LANDLINE	32,200.00		32,200.00						32,200.00
TELEPHONE EXP. MOBILE	14,400.00		3,600.00		3,600.00	3,600.00	3,600.00		14,400.00

PRINTING & BINDING EXPENSES 100,000.00	21,250.00	21,250.00	21,250.00	21,250.00	85,000.00
GENERAL SERVICES 1,281,847.20	320,461.80	320,461.80	320,461.80	320,461.80	1,281,847.20
REP. & MAINT. OFFICE EQUIPMENT 3,850.00	3,272.50				3,272.00
REP. & MAINT. LAND TRANS. EQUIP.	20,000.00	20,000.00	20,000.00	20,000.00	80,000.00
OTHER MAINT & OPER. EXPENSES 195,950.00	83,278.75		83,278.75		166,557.50
	P670,889.30	324,061.80	568,479.30	324,061.80	1,887,492.20

PREPARED BY:

DOLORCISIMA D. AQUINO

Adm. Aide IV

APPROVED:


 JOSELITO SA. DEL ROSARIO
 Executive Officer,
 PSO