

WORK AND FINANCIAL PLAN  
OFFICE OF THE CITY MAYOR

CITY BUDGET OFFICE  
PREPARED BY: *[Signature]*  
TIME: 10:20 AM  
DATE: 1/20/12

TARGETTED RESULTS	Inputs Needed	Standard Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL	
			Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost
1 Renders general administration of the city	Whitewove bond paper (long)	150.00	-3 100	15,000.00	25	3,750.00	25	3,750.00	25	3,750.00	25	3,750.00
	Whitewove bond paper (short)	130.00	-3 100	13,000.00	25	3,250.00	30	3,900.00	20	2,600.00	25	3,250.00
	Book paper s. 20 (long)	186.29	-6 100	18,629.00	20	3,725.80	20	3,725.80	30	5,588.70	30	5,588.70
	Book paper s. 20 (short )	176.27	6 100	17,627.00	20	3,525.40	20	3,525.40	30	5,288.10	30	5,288.10
	Ballpen (Black and Blue)	3.90	-36 200	780.00	40	156.00	40	156.00	60	234.00	60	234.00
2 Approves disbursement documents	Sign Pen (Pilot) Black/Blue	48.00	-10 150	7,200.00	30	1,440.00	50	2,400.00	40	1,920.00	30	1,440.00
	Risograph Ink	1,850.00	4	7,400.00	1	1,850.00	1	1,850.00	1	1,850.00	1	1,850.00
	Risograph Roll	1,150.00	1	1,150.00		-	1	1,150.00		-		-
	Typewriter Ribbon	25.00	20	500.00	5	125.00	5	125.00	5	125.00	5	125.00
	Marking Pen (permanent)	25.00	-10 50	1,250.00	5	125.00	10	250.00	20	500.00	15	375.00
	White Board Marker	45.00	20	900.00	5	225.00	5	225.00	5	225.00	5	225.00
	White Board Eraser	20.00	1	20.00	1	20.00		-		-		-
3 Renders periodic reports to constituents	Scissors	60.00	645 1	60.00	1	60.00		-		-		-
	Paper Puncher	295.00	1	295.00		-	1	295.00		-		-
	Stapler	250.00	2	500.00		-	1	250.00		-	1	250.00
	Paste (Redstone)	26.00	-3 10	260.00	3	78.00	3	78.00	3	78.00	1	26.00
4 Conducts Executive- Legislative Meetings	Paper Clip (Big)	14.00	30	420.00	5	70.00	10	140.00	10	140.00	5	70.00
	Paper Clip (Small)	6.00	10	60.00	2	12.00	2	12.00	4	24.00	2	12.00
	Paper Fastener (Plastic Coated)	26.00	-3 15	390.00	3	78.00	5	130.00	5	130.00	2	52.00
5 Conducts Management Meetings	Brown Envelope (Long)	2.00	-100 400	800.00	100	200.00	100	200.00	100	200.00	100	200.00
	Brown Envelope (Short)	1.00	-100 300	300.00	75	75.00	75	75.00	75	75.00	75	75.00
	Folder (long)	5.00	-100 300	1,500.00	75	375.00	100	500.00	100	500.00	25	125.00
	Folder (Short)	3.00	-100 300	900.00	75	225.00	75	225.00	75	225.00	75	225.00
6 Conducts seminars regarding administrative and governance concerns	folder green w/ metal tab	10.00	-15 50	500.00	10	100.00	25	250.00	10	100.00	5	50.00
	cutter	20.00	10	200.00	2	40.00	5	100.00	2	40.00	1	20.00
	Carbon Paper long(globe)	160.00	3	480.00	1	160.00	2	320.00		-		-
	Carbon Paper (pelican)	484.00	1	484.00		-	1	484.00		-		-
	Cutter Blade	25.00	-1 20	500.00	2	50.00	8	200.00	5	125.00	5	125.00
7 Formulates plans for city pr	paper tray	300.00	2	600.00	1	300.00	1	300.00		-		-
	Molar File	90.00	-5 10	900.00	3	270.00	3	270.00		-	4	360.00
	Pencil Sharpener	295.00	1	295.00		-	1	295.00		-		-
	Pencil Sharpener	5.00	2	10.00		-	2	10.00		-		-
8 Conducts monitoring of city programs and projects	Record book 500pg	65.00	10	650.00	2	130.00	3	195.00	3	195.00	2	130.00
	record book 200pg	40.00	10	400.00	2	80.00	3	120.00	3	120.00	2	80.00
	scotch Tape 1"	12.00	10	120.00	2	24.00	3	36.00	3	36.00	2	24.00
	Scotch Tape 2"	23.00	10	230.00	2	46.00	3	69.00	3	69.00	2	46.00
	Maskin Tape 1"	15.00	-20 10	150.00	2	30.00	3	45.00	3	45.00	2	30.00
	Maskin Tape 2"	25.00	10	250.00	2	50.00	3	75.00	3	75.00	2	50.00
	Hp ink no. 704 (Black)	1,100.00	8	8,800.00	2	2,200.00	2	2,200.00	2	2,200.00	2	2,200.00



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		Hp ink no. 704 (Colored)	1,200.00	8	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
		Brother Toner (TN-2280)	2,900.00	6	17,400.00	3	8,700.00	1	2,900.00	1	2,900.00	1	2,900.00
		HP Toner (85A)	2,800.00	12	33,600.00	3	8,400.00	3	8,400.00	3	8,400.00	3	8,400.00
		Epson LX 300 Ribbon	65.00	12	780.00	3	195.00	3	195.00	3	195.00	3	195.00
		Epson T-13 ink	1,100.00	4	4,400.00	1	1,100.00	1	1,100.00	1	1,100.00	1	1,100.00
9	Renders sectoral/barangay consultations	Calculator MS 470	500.00	1	500.00	1	500.00		-		-		-
		Rubber Bond Small	10.00	3	30.00		-	1	10.00	1	10.00	1	10.00
		Rubber Bond Big	121.74	2	243.48		-	1	121.74	1	121.74		-
		Highlighting Pen Asstd. Color	18.00	12	216.00	3	54.00	3	54.00	3	54.00	3	54.00
		Battery AA	26.00	80	2,080.00	10	260.00	40	1,040.00	20	520.00	10	260.00
		Baygon Mosquito	329.00	6	1,974.00	2	658.00	1	329.00	2	658.00	1	329.00
		Disinfectant	200.00	3	600.00	1	200.00	1	200.00		-	1	200.00
		Anti Bacterial Soap	28.00	6	168.00	2	56.00		-	2	56.00	2	56.00
		Detergent Powder	110.00	8	880.00	2	220.00	2	220.00	2	220.00	2	220.00
		diswashing Refill	35.00	48	1,680.00	12	420.00	10	350.00	12	420.00	14	490.00
10	Other tasks that may be assigned by the LCE from time to time	toilet Deodorant	28.00	6	168.00	2	56.00	1	28.00	1	28.00	2	56.00
		Zonrox	60.00	6	360.00	1	60.00	2	120.00	1	60.00	2	120.00
		toilet brush with handle	20.00	1	20.00		-	1	20.00		-		-
		Trush Can w/ cover	90.00	1	90.00		-	1	90.00		-		-
		Dipper	15.00	3	45.00	1	15.00		-	1	15.00	1	15.00
		Pail	20.00	3	60.00	1	20.00		-	1	20.00	1	20.00
11	Renders constituency services	Dust Pan	20.00	2	40.00	1	20.00		-	1	20.00		-
		Garbage bag big	5.95	150	892.50	30	178.50	40	238.00	40	238.00	40	238.00
		Air freshner spray	180.00	8	1,440.00	2	360.00	2	360.00	2	360.00	2	360.00
		Air-con freshener	90.00	20	1,800.00	5	450.00	5	450.00	5	450.00	5	450.00
		mophead	100.00	12	1,200.00	2	200.00	4	400.00	2	200.00		-
		Mophead holder	120.00	2	240.00	1	120.00		-	1	120.00		-
		floor wax	350.00	2	700.00	1	350.00	1	350.00		-		-
		hard broom	18.00		-		-		-		-		-
		soft broom	70.00	12	840.00	2	140.00	3	210.00	3	210.00	4	280.00
12	Renders assistance to researchers	Push Pins 100's	30.00	4	120.00	1	30.00	1	30.00	1	30.00	1	30.00
		Ruler 12"metal	150.00	4	600.00	1	150.00	2	300.00		-	1	150.00
		Uni Pin - assorted size	60.00		-		-		-		-		-
		stedler eraser	25.00		-		-		-		-		-
		sketch pad big #6	28.00		-		-		-		-		-
		Tracing Paper	18.00		-		-		-		-		-
		USB 16 GB	1,300.00	2	2,600.00	1	1,300.00	1	1,300.00		-		-
		usb 8 GB	900.00	3	2,700.00		-	1	900.00	1	900.00	1	900.00
Renders assistance to NGO/PO and individuals in needs for their conduct of events, programs and	Balloon Diff. Colors 100pcs.	5.00	1000	5,000.00	300	1,500.00	200	200.00	200	1,000.00	300	1,500.00	
	Trophy 36"	550.00	100	55,000.00	10	5,500.00	60	33,000.00	20	11,000.00	10	5,500.00	
	Trophy 30"	500.00	100	50,000.00	10	5,000.00	60	30,000.00	20	10,000.00	10	5,000.00	
	Trophy 28"	480.00	100	48,000.00	10	4,800.00	60	28,800.00	20	9,600.00	10	4,800.00	

Trophy Eraser plate 135 pcs. 128,750.00

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14	projects	Trophy 24" 20" - 2	350.00	100	35,000.00	10	3,500.00	60	21,000.00	20	7,000.00	10	3,500.00
		Trophy 16" 18" - 9	180.00	100	18,000.00	10	1,800.00	60	10,800.00	20	3,600.00	10	1,800.00
		Trophy (4") 5 pcs + # + 4	150.00	100	15,000.00	10	1,500.00	60	9,000.00	20	3,000.00	10	1,500.00
		Trophy 12"	130.00	100	13,000.00	10	1,300.00	60	7,800.00	20	2,600.00	10	1,300.00
		Trophy 10"	95.00	100	9,500.00	10	950.00	60	5,700.00	20	1,900.00	10	950.00
		Trophy 8"	85.00	100	8,500.00	10	850.00	60	5,100.00	20	1,700.00	10	850.00
		Medals (Big)	45.00	200	9,000.00	20	900.00	120	5,400.00	40	1,800.00	20	900.00
		Medals (Small)	25.00	200	5,000.00	20	500.00	120	3,000.00	40	1,000.00	20	500.00
		accountable form no. 51	100.00	6	600.00	1	100.00	2	200.00	2	200.00	1	100.00
		mikasa ball rubber	495.00	100	49,500.00	10	4,950.00	70	34,650.00	5	2,475.00	15	7,425.00
		molten G67	1,695.00	15	25,425.00	3	5,085.00	6	10,170.00	3	5,085.00	3	5,085.00
		volley ball	300.00	50	15,000.00	10	3,000.00	30	9,000.00	5	1,500.00	5	1,500.00
		Volleyball Net	150.00	10	1,500.00	2	300.00	8	1,200.00		-		-
		Shuttle cock	180.00	10	1,800.00		-	10	1,800.00		-		-
		racket	795.00	4	3,180.00		-	4	3,180.00		-		-
		visitors chair	1,495.00	2	2,990.00	1	1,495.00		-		-		-
		executive chair	3,995.00	1	3,995.00	1	3,995.00		-		-		-
		whistle fox	280.00	3	840.00	1	280.00	2	560.00		-		-
		white board 2x4	980.00	1	980.00	1	980.00		-		-		-
		frame 8 1/2 x 11	15.00	30	450.00	5	75.00	5	75.00	10	150.00	10	150.00
		square bowl	25.00	1	25.00	1	25.00		-		-		-
		drinking glass	25.00	12	300.00	12	300.00		-		-		-
		pitcher	139.00	1	139.00	1	139.00		-		-		-
		mini- tridy tube	49.95	1	49.95	1	49.95		-		-		-
		bowl	199.00	1	199.00	1	199.00		-		-		-
		measuring cup	95.00	1	95.00	1	95.00		-		-		-
		knife	220.00	1	220.00	1	220.00		-		-		-
		photo paper	8.50	100	850.00	20	170.00	25	212.50	25	212.50	30	255.00
		plastic over	560.00	1	560.00	1	560.00		-		-		-
		sweet jar	95.00	1	95.00	1	95.00		-		-		-
		cutter holder	180.00	2	360.00	1	180.00		-	1	180.00		-
		driving bond	795.00	2	1,590.00	1	795.00		-	1	795.00		-
		plastic roneo bond	95.00	2	190.00	1	95.00		-	1	95.00		-
		cartolina assorted color	4.50	50	225.00	12	54.00	14	63.00	12	54.00	12	54.00
15	Renders logistical support services to departments	bundy card	350.00	2	700.00	1	350.00		-	1	350.00		-
		computer mouse	280.00	2	560.00	1	280.00		-	1	280.00		-
		glass cleaner	150.00	3	450.00	1	150.00	1	150.00		-	1	150.00
		Tissue paper	15.50	30	465.00	10	155.00	5	77.50	5	77.50	10	155.00
		Red ballpen	4.00	20	80.00	5	20.00	5	20.00	5	20.00	5	20.00
		ribbon assorted color	40.00	50	2,000.00	13	520.00	13	520.00	13	520.00	11	440.00
		Alcohol	18.50	30	555.00	8	148.00	8	148.00	8	148.00	6	111.00
		sticker paper	60.00	4	240.00	1	60.00	1	60.00	1	60.00	1	60.00

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		stamp pad ink	70.00	6	420.00	2	140.00	1	70.00	2	140.00	1	70.00
		stamp pad ink	90.00	4	360.00	1	90.00	1	90.00	1	90.00	1	90.00
		ink bottomless	150.00		-		-		-		-		-
		colored paper long	200.00		-		-		-		-		-
		gun tacker t-30	1,800.00	6	10,800.00	4	7,200.00	2	3,600.00		-		-
		gun tacker wire t-30	125.00	100	12,500.00	30	3,750.00	30	3,750.00	20	2,500.00	20	2,500.00
					-		-		-		-		-
		Gina Silk assorted color/yard	30.00	300	9,000.00	75	2,250.00	75	2,250.00	75	2,250.00	75	2,250.00
		coco colth yellow/yard	35.00	300	10,500.00	20	700.00	80	2,800.00	50	1,750.00	50	1,750.00
		coco colth white/yard	32.00	300	9,600.00	20	640.00	80	2,560.00	50	1,600.00	50	1,600.00
		CDRW	48.00	100	4,800.00	20	960.00	25	1,200.00	25	1,200.00	30	1,440.00
		rope #22	2,100.00	1	2,100.00	1	2,100.00		-		-		-
		umbrella	150.00	2	300.00		-	2	300.00		-		-
		standard stand fan	1,595.00	1	1,595.00	1	1,595.00		-		-		-
		Board Cannon short	46.00	200	9,200.00	25	1,150.00	75	3,450.00	75	3,450.00	25	1,150.00
		specialty paper short 10pcs./ box	50.00	100	5,000.00	15	750.00	10	500.00	15	750.00	10	500.00
		Conquarer paper long 1box	1,500.00	2	3,000.00		-	1	1,500.00	1	1,500.00		-
		correction fluid	30.00	50	1,500.00	10	300.00	15	450.00	15	450.00	10	300.00
		computer chair w/ armset	1,395.00	2	2,790.00	2	2,790.00		-		-		-
					662,249.93		126,892.65		294,452.94		128,245.54		100,763.80

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Renders information  
dissimination campaigns  
on city government  
programs and projects to  
the 27 Barangays of the  
City of Naga