

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018
PRINTED FORMS**



Province, City or Municipality : **I S A B E L A**

| Plan Control No. | | | | | Planned Amount | | | | Page _____ of _____ pages | | | | |
|---------------------|---|-----------|----------|------|----------------|--------------|------------|-------------|---------------------------|-----------------|------------|-------------|------------|
| Department/ Office: | | | | | Regular | Contingency | | Total | | Date Submitted: | | | |
| Item No. | Description | Unit Cost | Quantity | Unit | Total Cost | DISTRIBUTION | | | | | | | |
| | | | | | | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | 4th Quarter | |
| | | | | | | Qty. | Amount | Qty. | Amount | Qty. | Amount | Qty. | Amount |
| 0001 | Acceptance Form | 1.50 | 12 | pcs | 18.00 | 3 | 4.50 | 3 | 4.50 | 3 | 4.50 | 3 | 4.50 |
| 0002 | Accountable Forms 51 Official Receipts | 3.00 | 500 | pcs | 1,500.00 | 125 | 375.00 | 125 | 375.00 | 125 | 375.00 | 125 | 375.00 |
| 0003 | Admission & Discharge Register | 850.00 | 10 | pad | 8,500.00 | 3 | 2,550.00 | 2 | 1,700.00 | 3 | 2,550.00 | 2 | 1,700.00 |
| 0004 | Assessment Roll New Form (T & E) | 1.20 | 5000 | pad | 6,000.00 | 1,250 | 1,500.00 | 1,250 | 1,500.00 | 1,250 | 1,500.00 | 1,250 | 1,500.00 |
| 0005 | Binder with Print (11 x 10) Cloth bound | 0.60 | 300 | pcs | 180.00 | 75 | 45.00 | 75 | 45.00 | 75 | 45.00 | 75 | 45.00 |
| 0006 | Carbonized Payroll (sets) | 30.00 | 6000 | sets | 180,000.00 | 1,500 | 45,000.00 | 1,500 | 45,000.00 | 1,500 | 45,000.00 | 1,500 | 45,000.00 |
| 0007 | Cash Book | 60.00 | 22 | pad | 1,320.00 | 5 | 300.00 | 6 | 360.00 | 5 | 300.00 | 6 | 360.00 |
| 0008 | Certificate of Live Birth | 1000.00 | 150 | pad | 150,000.00 | 37 | 37,000.00 | 38 | 38,000.00 | 38 | 38,000.00 | 37 | 37,000.00 |
| 0009 | Check Register | 305.00 | 15 | pads | 4,575.00 | 4 | 1,220.00 | 4 | 1,220.00 | 4 | 1,220.00 | 3 | 915.00 |
| 0010 | Death Certificate | 800.00 | 55 | pad | 44,000.00 | 14 | 11,200.00 | 14 | 11,200.00 | 14 | 11,200.00 | 13 | 10,400.00 |
| 0011 | Delivery Van/Trucks Sticker | 80.00 | 20000 | pad | 1,600,000.00 | 5,000 | 400,000.00 | 5,000 | 400,000.00 | 5,000 | 400,000.00 | 5,000 | 400,000.00 |
| 0012 | Desk Pad w/ Logo | 40.00 | 256 | pad | 10,240.00 | 64 | 2,560.00 | 64 | 2,560.00 | 64 | 2,560.00 | 64 | 2,560.00 |
| 0013 | Disbursement Voucher | 305.00 | 12 | pad | 3,660.00 | 3 | 915.00 | 3 | 915.00 | 3 | 915.00 | 3 | 915.00 |
| 0014 | Engineering Field Book | 300.00 | 24 | pad | 7,200.00 | 6 | 1,800.00 | 6 | 1,800.00 | 6 | 1,800.00 | 6 | 1,800.00 |
| 0015 | ER Register Logbook | 85.00 | 6 | pad | 510.00 | 2 | 170.00 | 1 | 85.00 | 2 | 170.00 | 1 | 85.00 |
| 0016 | FAAS Building New Form | 1.00 | 5000 | pad | 5,000.00 | 1,250 | 1,250.00 | 1,250 | 1,250.00 | 1,250 | 1,250.00 | 1,250 | 1,250.00 |
| 0017 | FAAS Land Form New | 0.90 | 25000 | pad | 22,500.00 | 6,250 | 5,625.00 | 6,250 | 5,625.00 | 6,250 | 5,625.00 | 6,250 | 5,625.00 |
| 0018 | FAAS Machinery New Form | 0.90 | 2000 | pad | 1,800.00 | 500 | 450.00 | 500 | 450.00 | 500 | 450.00 | 500 | 450.00 |
| 0019 | Ledger Card Double | 5.00 | 2000 | pcs | 10,000.00 | 500 | 2,500.00 | 500 | 2,500.00 | 500 | 2,500.00 | 500 | 2,500.00 |
| 0020 | Mailing Envelope w/ Logo | 1.00 | 518 | pcs | 518.00 | 130 | 130.00 | 130 | 130.00 | 129 | 129.00 | 129 | 129.00 |
| 0021 | Office Stationary w/ Logo - Long | 5.00 | 1182 | pcs | 5,910.00 | 295 | 1,475.00 | 295 | 1,475.00 | 296 | 1,480.00 | 296 | 1,480.00 |
| 0022 | Office Stationary w/ Logo - Short | 4.00 | 1216 | pad | 4,864.00 | 304 | 1,216.00 | 304 | 1,216.00 | 304 | 1,216.00 | 304 | 1,216.00 |
| 0023 | Out Patient Record # 12 | 300.00 | 22 | pad | 6,600.00 | 5 | 1,500.00 | 6 | 1,800.00 | 5 | 1,500.00 | 6 | 1,800.00 |
| 0024 | Property Cards | 1.05 | 2000 | pcs | 2,100.00 | 500 | 525.00 | 500 | 525.00 | 500 | 525.00 | 500 | 525.00 |
| 0025 | Property Tag Sticker | 1.50 | 12000 | pcs | 18,000.00 | 3,000 | 4,500.00 | 3,000 | 4,500.00 | 3,000 | 4,500.00 | 3,000 | 4,500.00 |
| 0026 | Purchased Order Form | 300.00 | 12 | pads | 3,600.00 | 3 | 900.00 | 3 | 900.00 | 3 | 900.00 | 3 | 900.00 |
| 0027 | Purchased Request Form | 300.00 | 12 | pads | 3,600.00 | 3 | 900.00 | 3 | 900.00 | 3 | 900.00 | 3 | 900.00 |
| 0028 | Record Book No. 5 | 300.00 | 10 | pads | 3,000.00 | 3 | 900.00 | 2 | 600.00 | 3 | 900.00 | 2 | 600.00 |

| Item No. | Description | Unit Cost | Quantity | Unit | Total Cost | DISTRIBUTION | | | | | | | |
|--------------|------------------------------------|-----------|----------|------|---------------------|--------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|
| | | | | | | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | 4th Quarter | |
| | | | | | | Qty. | Amount | Qty. | Amount | Qty. | Amount | Qty. | Amount |
| 0029 | Record Book of Admission | 550.00 | 18 | rms | 9,900.00 | 4 | 2,200.00 | 5 | 2,750.00 | 5 | 2,750.00 | 18 | 9,900.00 |
| 0030 | Record of Assessment (New Form) | 1.20 | 5000 | rms | 6,000.00 | 1,250 | 1,500.00 | 1,250 | 1,500.00 | 1,250 | 1,500.00 | 1,250 | 1,500.00 |
| 0031 | Stickers for Mineral Accreditation | 15.00 | 1500 | pcs | 22,500.00 | 375 | 5,625.00 | 375 | 5,625.00 | 375 | 5,625.00 | 375 | 5,625.00 |
| 0032 | Supplies Ledger Card | 3.00 | 1200 | pcs | 3,600.00 | 300 | 900.00 | 300 | 900.00 | 300 | 900.00 | 300 | 900.00 |
| 0033 | Tax Declaration (New Form) | 1.00 | 40000 | pcs | 40,000.00 | 10,000 | 10,000.00 | 10,000 | 10,000.00 | 10,000 | 10,000.00 | 10,000 | 10,000.00 |
| 0034 | Tax Map Control Roll sheet | 5.60 | 500 | pcs | 2,800.00 | 125 | 700.00 | 125 | 700.00 | 125 | 700.00 | 125 | 700.00 |
| 0035 | Temperature Record (TPR) | 250.00 | 110 | pad | 27,500.00 | 27 | 6,750.00 | 28 | 7,000.00 | 27 | 6,750.00 | 28 | 7,000.00 |
| 0036 | Waste Material Forms | 250.00 | 12 | pad | 3,000.00 | 3 | 750.00 | 3 | 750.00 | 3 | 750.00 | 3 | 750.00 |
| TOTAL | | | | | 2,220,495.00 | | | | | | | | |

This is to certify that the above procurement plan is in accordance with the objective of this Office

PREPARED BY:

(SGD.) NIMROD BILL V. SEGUI
Administrative Officer III

NOTED :

(SGD.) RODRIGO T. SAWIT
Provincial General Services Officer

APPROVED BY :

(SGD.) HON. FAUSTINO G. DY III
Provincial Governor