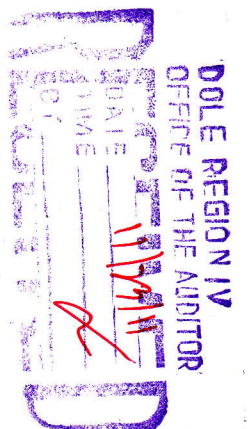


**ANNUAL PROCUREMENT PLAN FOR 2012  
For Common-Use Supplies and Equipment**



**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
  - b. Misamis Oriental, Calbayog, and Bantoc - Regions VI, VII, VIII, X, & XI
  - c. Surigao Del Norte - Surigao Del Norte
  - d. Camiguin - Camiguin
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementsservice.org](mailto:app@procurementsservice.org)
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: DEPARTMENT OF LABOR AND EMPLOYMENT, REGION IV-A (DOLE IV-A)  
 Region: IV-A  
 Address: 3/F Andenson Bldg. II, Bgy. Parian, Calamba City

Contact Person: LIZA V. CASTILLO  
 Position: Acting Supply Officer  
 E-mail: [lizavc\\_1030@yahoo.com](mailto:lizavc_1030@yahoo.com)  
 Telephone/Mobile Nos: (049) 5450292 / 09217696610

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																		
<b>COMMON ELECTRICAL SUPPLIES</b>																		
1. BALLAST, 18 watts	piece															0	67.27	-
2. BALLAST, 36 watts	piece															0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet															0	36.40	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet															0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet															0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set															0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set															0	368.94	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece															0	32.14	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece															0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece															0	103.79	-
11. FUSE, 30 amperes	piece															0	10.35	-
12. FUSE, 60 amperes	piece															0	25.48	-
13. STARTER, 4-40 watts	piece															0	3.73	-
14. TAPE, electrical	roll															0	18.20	-
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																		