

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies.

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph)
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://www.ps-philgeps.gov.ph>
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph).

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.

Department/Bureau/ PHILIPPINE NATIONAL
CONSTRUCTION
CORPORATION
Region: NCR
Address: KM 15, East Service Rd.
Bicutan, Parañaque City

Agency Code/UACS: _____
Organization Type: _____

Contact Person: _____
Position: _____
E-mail: _____
Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Q4	Q4 AMOUNT	Quantity for the year	Price	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec					
1 Bond paper S-24 - Short	ream	5			5	714.30				0	-	5			5	714.30				0	-	10	142.86	1,438.60
2 Bond paper S-24 - Long	ream	5			5	1,053.55				0	-	5			5	1,053.55				0	-	10	210.71	2,117.10
3 Bond paper S-24 - A4	ream	5			5	919.85				0	-	5			5	919.85				0	-	10	183.93	1,849.30
4 PNCC Letter Head - Short	ream		1		1	134.64				0	-				0	-				0	-	1	134.64	134.64
5 PNCC Memorandum - Short	ream		1		1	213.85				0	-				0	-				0	-	1	213.85	213.85
6 PNCC Letter Envelope	piece	30			30	49.50				0	-	30			30	49.50				0	-	60	1.65	159.00
7 Expandable Envelope - Long	piece			20	20	159.00				0	-				0	-	20			20	159.00	40	7.95	358.00
8 Brown Envelope - Short	piece			20	20	18.80				0	-				0	-	20			20	18.80	40	0.94	77.60
9 Brown Envelope - Long	piece			20	20	23.20				0	-				0	-	20			20	23.20	40	1.16	86.40
10 White Folder - Short	piece	20			20	48.60				0	-				0	-				0	-	20	2.43	48.60
11 White Folder - Long	piece	20			20	65.20				0	-				0	-				0	-	20	3.26	65.20
12 Green Folder - Short	piece	20			20	282.20				0	-				0	-				0	-	20	14.11	282.20
13 Green Folder - Long	piece	50			50	736.50				0	-	50			50	736.50				0	-	100	14.73	1,573.00
14 Epson Ink 003 Black	piece		4		4	956.64				0	-		4		4	956.64				0	-	8	239.16	1,921.28
15 Epson Ink 003 Yellow	piece		2		2	478.32				0	-		2		2	478.32				0	-	4	239.16	960.64
16 Epson Ink 003 Magenta	piece		2		2	478.32				0	-		2		2	478.32				0	-	4	239.16	960.64
17 Epson Ink 003 Cyan	piece		2		2	478.32				0	-		2		2	478.32				0	-	4	239.16	960.64
18 Ballpen - Black	piece			5	5	95.00				0	-			5	5	95.00				0	-	10	19.00	200.00
19 Signpen 0.5 Black	piece			5	5	111.60				0	-			5	5	111.60				0	-	10	22.32	233.20
20 Pencil No.2	piece			5	5	24.80				0	-			5	5	24.80				0	-	10	4.96	59.60
21 Staple wire	box				0	-	2			2	53.58				0	-	2			2	53.58	4	26.79	115.16
22 Plastic Fastener	box				0	-	4			4	78.56				0	-	4			4	78.56	8	19.64	173.12
23 Paper Clip - Big	box				0	-	2			2	30.36				0	-	2			2	30.36	4	15.18	68.72
24 Paper Clip - Small	box				0	-	2			2	14.28				0	-	2			2	14.28	4	7.14	36.56
25 Correction Tape	piece				0	-	5			5	71.45				0	-	5			5	71.45	10	14.29	162.90
26 Pencil Eraser	piece				0	-	2			2	60.00				0	-	2			2	60.00	4	30.00	128.00
27 Scotch Tape	piece				0	-	5			5	49.10				0	-	5			5	49.10	10	9.82	118.20
28 Packaging Tape	piece				0	-	5			5	51.35				0	-	5			5	51.35	10	10.27	122.70
29 Steno Notebook	piece	6			6	259.32				0	-				0	-				0	-	6	43.22	259.32
30 Binder Clip 1" (PACK OF 8)	box				0	-		10		10	400.00				0	-		10		10	400.00	20	40.00	840.00
31 Binder Clip 1 3/4" (BOX OF 12)	box				0	-		10		10	780.00				0	-		10		10	780.00	20	78.00	1,600.00
32 Binder Clip 2" (BOX OF 12)	box				0	-		5		5	540.00				0	-		5		5	540.00	10	108.00	1,100.00
33 Sticker Paper-Matte 10pcs/pack	pack				0	-		10		10	527.50				0	-		10		10	527.50	20	52.75	1,095.00
34 Check Voucher Form	pad				0	-			4	4	321.44				0	-				0	-	4	80.36	329.44
35 Trip Ticket Form	pad				0	-			2	2	105.36				0	-				0	-	2	52.68	109.36
36 Lever Arcfile Long 3inches	piece	5			5	1,125.00				0	-				0	-				0	-	10	225.00	1,125.00
37 Plastic Crate with Cover	pcs.	5			5	5000				0	-				0	-				0	-	5	1,000.00	5,000.00
38 Steel File Cabinet 4 drawers	unit			2	2	24000				0	-	5			5	60,000.00				0	-	2	12,000.00	84,010.00
39 USB Flash Drive 256gb	piece	2			2	2000				0	-				0	-				0	-	2	1,000.00	2,000.00
40 Computer Keyboard and Mouse	set				0	-				0	-		1		1	1,000.00				0	-	1	1,000.00	1,002.00
41 UPS	unit	1			1	3000				0	-				0	-				0	-	1	3,000.00	3,000.00
42 Repair and Maintenance of RMD Office area	unit	1			1	8000				0	-	1			1	8,000.00				0	-	2	8,000.00	16,002.00

 

43	Repair and Maintenance of ICT equipment	unit	1		1	4000			0	-	1		1	4,000.00			0	-	2	4,000.00	8,002.00		
44	Printer Inks Epson # 003 black	bot	2		2	4	1100		2	2	550	2	2	4	1100		2	2	550	12	275.00	3300	
45	Printer Inks Epson # 003 cyan	bot	2		2	4	1100		2	2	550	2	2	4	1100		2	2	550	12	275.00	3300	
46	Printer Inks Epson # 003 magenta	bot	2		2	4	1100		2	2	550	2	2	4	1100		2	2	550	12	275.00	3300	
47	Printer Inks Epson # 003 yellow	bot	2		2	4	1100		2	2	550	2	2	4	1100		2	2	550	12	275.00	3300	
48	Bond Paper Short, S24	reams	5		5		1053.55	5		5	1053.55	5	5	5	1053.55		5	5	1053.55	20	210.71	4214.2	
49	Bond Paper Long, S24	reams	5		5		714.3	5		5	714.3	5	5	5	714.3		5	5	714.3	20	142.86	2857.2	
50	Bond Paper A4, S24	reams	5		5		750	5		5	750	5	5	5	750		7	7	1050	22	150.00	3300	
51	Ballpen	pc.	5		5		22.3	5		5	22.3		5	5	22.3		5	5	22.3	20	4.46	89.2	
52	Signpen	pc.		5		5	210.05		5		0		0	0	5		5	5	210.05	10	42.01	420.1	
53	Correction Tape	pc.		5		5	71.45			0	0		0	0	5		5	5	71.45	10	14.29	142.9	
54	Paper Clip Small	box		5		5	31.25			0	0		0	0	5		5	5	31.25	10	6.25	62.5	
55	Paper Clip Big	box		5		5	31.25			0	0		0	0	5		5	5	31.25	10	6.25	62.5	
56	Envelope Brown Long	pc.		50		50	58			0	0		0	0	50		50	58	100	1.16	116		
57	Envelope Brown Short	pc.		50		50	47			0	0		0	0	50		50	47	100	0.94	94		
58	Folder Green Long	pc.			0		0	100		100	1473		100	100	1473			0	0	200	14.73	2946	
59	Folder Green Short	pc.			0		0	50		50	595		50	50	595			0	0	100	11.90	1190	
60	Folder Ordinary White Long	pc.			0		0	50		50	163		50	50	163			0	0	100	3.26	326	
61	Folder Ordinary White Short	pc.			0		0	50		50	121.5		50	50	121.5			0	0	100	2.43	243	
62	Pencil	pc.			0		0		10	10	49.6			0	0		10	10	49.6	20	4.96	99.2	
63	Pentel Pen	pc.			5		131.8			0	0	5		5	131.8		5	5	131.8	15	26.36	395.4	
64	Yellow Paper	pad		5		5	102.7		5	5	102.7		5	5	102.7		5	5	102.7	20	20.54	410.8	
65	Tape Scotch	pc.		5		5	46.9		5	5	46.9		5	5	46.9		5	5	46.9	20	9.38	187.6	
66	Packing Tape	pc.		5		5	51.35		5	5	51.35		5	5	51.35		5	5	51.35	20	10.27	205.4	
67	Masking Tape	pc.		5		5	68.2		5	5	68.2		5	5	68.2		5	5	68.2	20	13.64	272.8	
68	Binder Clip	pc.			0		0	10		10	150		10	10	150		10	10	150	30	15.00	450	
69	P.O. Form	pad	1		1		600	1		1	600	1		1	600	1		1	1200	5	600.00	3000	
70	Paper Fastener Plastic	box			5		107.15			0	0	5		5	107.15	5		5	107.15	15	21.43	321.45	
71	Mailing Envelope Long (500pcs./box.)	box	100		100	200	330			0	0	100		100	165	100		100	200	330	500	1.65	825
72	Eraser Steadler Rubber	pc.			0		0	5		5	45.55		5	5	45.55			0	0	10	9.11	91.1	
73	Petty Cash Voucher (new)	pad	1		1	2	89.28		1	1	44.64		1	1	44.64		1	1	44.64	5	44.64	223.2	
74	Ribbon Compact 5DM Typewriter	pc.	5		5		1339.3			0	0	5		5	1339.3			0	0	10	267.86	2678.6	
75	Hi Lighter	pc.		5		5	102.7		5	5	102.7		5	5	102.7		5	5	102.7	20	20.54	410.8	
76	Form VL & SL	pad	1		1		56		1	1	56		1	1	56		1	1	112	5	56.00	280	
77	Battery "AAA" Energizer	pack	1		1		24.11			0	0			0	0		1	1	24.11	2	24.11	48.22	
78	Authorization to leave Co. Premises	pad		1		1	34.93		1	1	34.93		1	1	34.93	1		1	2	69.86	5	34.93	174.65
79	Authorization for overtime	pad		1		1	41.07		1	1	41.07		1	1	41.07	1		1	2	82.14	5	41.07	205.35
80	Record Book 300	pc.		1		1	46.88		1	1	46.88		1	1	46.88	1		1	2	93.76	5	46.88	234.4
81	Battery "AA" Energizer	pack	1	1	1		30.27			0	0			0	0		1	1	30.27	2	30.27	60.54	
82	Carbon Paper Short	box			0		0	1		1	323.21		1	1	323.21			0	0	2	323.21	646.42	
83	Carbon Paper Long	box			0		0	1		1	334.82		1	1	334.82			0	0	2	334.82	669.64	
84	Cash Advance Slip	pad	1		1		19.64	1		1	19.64		1	1	19.64		1	1	19.64	5	19.64	98.2	
85	Check Voucher	pad	1		1		80.36	1		1	80.36	1		1	80.36		1	1	80.36	5	80.36	401.8	
86	Action Slip	pad	1		1		5	1		1	5	1		1	5		1	1	5	5	5.00	25	
87	Cutter Blade	tube	2		2		17.86			0	0			0	0			0	0	2	8.93	17.86	
88	Medical & Dental Supplies Request (MDSR)	pad		1		1	26.79		1	1	26.79		1	1	26.79		1	1	2	53.58	5	26.79	133.95
89	Gate Pass	pad		1		1	30.8		1	1	30.8		1	1	30.8		1	1	2	61.6	5	30.80	154
90	Packing and Shipping List	pad		1		1	132.14		1	1	132.14		2	2	264.28		1	1	132.14	5	132.14	660.7	
91	Sick Leave	pad		1		1	5		1	1	5		2	2	10		1	1	5	5	5.00	25	
92	Arc File	pc.			10		1500		10	10	1500			0	0			0	0	20	150.00	3000	
93	Peer Less Box	pc.	10			10	1800		10	10	1800			0	0			0	0	20	180.00	3600	
94	Scissor	pc.		2		2	42.86			0	0			0	0			0	0	2	21.43	42.86	
95	Staple Wire Remover	pc.			5		33.25			0	0			0	0			0	0	5	6.65	33.25	
96	Stapler	pc.			5		1339.3			0	0			0	0			0	0	5	267.86	1339.3	
97	Paper Puncher	pc.			2		241.08			0	0			0	0			0	0	2	120.54	241.08	
98	Cutter, Big	pc.			0		0	5		5	837.1			0	0			0	0	5	167.42	837.1	
99	Tape Dispenser	pc.		2		2	110.72			0	0			0	0			0	0	2	55.36	110.72	
100	4-Drawer Filing Cabinet (HD)	UNIT	6		6		66000			0	0			0	0			0	0	6	11,000.00	66000	
101	Computer Printer All-in-one	set			0		0		1	1	10000			0	0			0	0	1	10,000.00	10000	
102	USB 32 GB	PC.			0		0	2		2	500			0	0			0	0	2	250.00	500	
103	Desktop Computer	set			0		0		1	1	49800			0	0			0	0	1	49,800.00	49800	
104	Ballpen - Black	Piece	4		4	8	240		4	4	120	4		4	240		4	4	120	24	30.00	720.00	
105	Ballpen - Blue	Piece	4		4	8	240		4	4	120	4		4	240		4	4	120	24	30.00	720.00	
106	Battery Double A (AA)	Piece			8		280			0	0	8		8	280			0	0	16	35.00	560.00	
107	Baygon	Piece			2		2			0	0	2		2	500			0	0	4	250.00	1,000.00	
108	Bond Paper - Short	Ream	3		2	5	750		3	3	450	3		3	900		3	3	0	-	17	150.00	2,550.00
109	Bond Paper -A4 Size	Ream	3		2	5	1000		3	3	600	3		3	1200		3	3	600.00	17	200.00	3,400.00	
110																							

116	Correction Tape	Piece			8	8	200		8	8	200				0	0	4		4	100.00	20	25.00	500.00		
117	Filing Organizer	Piece			8	8	2000			0	0				0	0			0	-	8	250.00	2,000.00		
118	Folder Long (Green)	Piece			30	30	600			0	0		30	30	600	20		20	400.00	80	20.00	1,600.00			
119	Folder Long (White)	Piece			30	30	240			0	0		30	30	240	20		20	160.00	80	8.00	640.00			
120	Folder Short (Green)	Piece			30	30	450			0	0		30	30	450	20		20	300.00	80	15.00	1,200.00			
121	Folder Short (White)	Piece			30	30	180			0	0		30	30	180	20		20	120.00	80	6.00	480.00			
122	Glue - 130gms	Piece			2	2	140			0	0				0	0			0	-	2	70.00	140.00		
123	High Lighter	Piece			4	4	100			0	0		4	4	100	3		3	75.00	11	25.00	275.00			
124	Ink for Epson L3110 - Black(BK)	Piece			3	3	780		3	3	780			3	3	780			0	-	9	260.00	2,340.00		
125	Ink for Epson L3110 - Cyan(C)	Piece				0	0		1	1	260				0	0		1	1	260.00	2	260.00	520.00		
126	Ink for Epson L3110 - Magenta(M)	Piece				0	0		1	1	260				0	0		1	1	260.00	2	260.00	520.00		
127	Ink for Epson L3110 - Yellow(Y)	Piece				0	0		1	1	260				0	0		1	1	260.00	2	260.00	520.00		
128	Mailing Envelope with PNCC Logo	Piece			50	50	100			0	0		50	50	100			0	-	100	2.00	200.00			
129	Packing Tape	Piece			3	3	75		6	6	150				0	0	3	3	75.00	12	25.00	300.00			
130	Paper Clip - Big	Box			50	50	1000			0	0		50	50	1000			0	-	100	20.00	2,000.00			
131	Paper Clip - Small	Box			50	50	500			0	0		50	50	500			0	-	100	10.00	1,000.00			
132	Paper Fastener - Plastic	Box	4			0	0	4		4	100	3			3	75	3	3	75.00	14	25.00	350.00			
133	Pencil	Piece				0	0		6		6	42		6		6	42		0	-	12	7.00	84.00		
134	Puncher	Piece			1	1	300			0	0				0	0			0	-	1	300.00	300.00		
135	Record Book	Piece				0	0		2	2	200				0	0			0	-	2	100.00	200.00		
136	Samsung Black Ink White Express	Piece			1	1	2400		1	1	2400			1	1	2400			0	-	3	2,400.00	7,200.00		
137	Scotch Tape	Piece			8	8	120		8	8	120				0	0	8	6	14	210.00	30	15.00	450.00		
138	Scotch Tape Dispenser	Piece			1	1	150			0	0				0	0			0	-	1	150.00	150.00		
139	Sign Pen - Black	Piece			3	3	300		3	3	300		3	3	300		3	3	300.00	12	100.00	1,200.00			
140	Stamp Pad Ink	Piece			2	2	200			0	0	2			2	200			0	-	4	100.00	400.00		
141	Staple Wire No.35	Box			8	8	400		8	8	400			4		4	200			0	-	20	50.00	1,000.00	
142	Staple Wire Remover	Piece	4			4	80			0	0				0	0			0	-	4	20.00	80.00		
143	Stapler	Piece			4	4	1000			0	0				0	0			0	-	4	250.00	1,000.00		
144	Storage Box	Piece			20	20	4000		10	10	2000		10	10	2000		10	10	2,000.00	50	200.00	10,000.00			
145	Scissor	Piece	4			4	100			0	0				0	0			0	-	4	25.00	100.00		
146	Printer	Piece			1	1	8000			0	0				0	0			0	-	1	8,000.00	8,000.00		
147	USB	Piece			4	4	1196			0	0				0	0			0	-	4	299.00	1,196.00		
148	Cost of repairs of Cashier's Office	Piece	1	1	1	3	1500	1	1	1	3	1500	1	1	1	3	1500	1	1	1	3	1,500.00	12	500.00	6,000.00
149	Cost of repairs of Bill/Money Counter	Piece	1	1	1	3	1500	1	1	1	3	1500	1	1	1	3	1500	1	1	1	3	1,500.00	12	500.00	6,000.00
150	Cost of repairs of Vault	Piece	1	1	1	3	1800	1	1	1	3	1800	1	1	1	3	1800	1	1	1	3	1,800.00	12	600.00	7,200.00
151	Ballpen Panda			10		10	44.6			0	0		10		10	44.6			0	0	20	4.46	89.20		
152	Bond Paper S-24	LONG		5		5	1053.55	5	5	10	2107.1		5		5	1053.55	5	5	10	2107.1	30	210.71	6,321.30		
153	Bond Paper S-24	SHORT	5			5	714.3	5		5	714.3	5		5		714.3	5		5	714.3	20	142.86	2,857.20		
154	Bond Paper with PNCC Letter Head	SHORT/RE		1		1	134.64			0	0				0	0			0	0	1	134.64	134.64		
155	Bond Paper with PNCC Memo	SHORT/RE		1		1	213.85			0	0				0	0			0	0	1	213.85	213.85		
156	Envelope Brown	PIECE	25		25	49				0	0	25	25	49			0	0	50	1.96	98.00				
157	Envelope Long	PIECE	25		25	36.75				0	0	25	25	36.75			0	0	50	1.47	73.50				
158	Carbon Paper Film Blue	LONG	1		1	334.82				0	0				0	0		0	0	1	334.82	334.82			
159	Carbon Paper Film Blue	SHORT	1		1	323.21				0	0				0	0		0	0	1	323.21	323.21			
160	CORRECTION FLUID	PIECE		1		1	14.29			0	0				0	0		0	0	1	14.29	14.29			
161	CORRECTION TAPE	PIECE				0	0	2	2	28.58					0	0		0	0	2	14.29	28.58			
162	CORRECTION PEN	PIECE	1			1	18.19			0	0				0	0		0	0	1	18.19	18.19			
163	DOUBLE (BINDER) CLIP	LONG		12	12	333				0	0				0	0		0	0	12	27.75	333.00			
164	DOUBLE (BINDER) CLIP	SHORT		12	12	180				0	0				0	0		0	0	12	15.00	180.00			
165	EPSON INK 003 BLACK	PIECE	4		4	857.16		4	4	857.16		4	4	857.16			0	0	12	214.29	2,571.48				
166	EPSON INK 003 ASSORTED COLOR	PIECES		3		3	669.63		3	3	669.63				0	0	3	669.63	9	223.21	2,008.89				
167	PIECES	PIECE		4		4	857.16			0	0	4	4	857.16			0	0	8	214.29	1,714.32				
168	ERASER, STAEDLER RUBBER	PIECE		1		1	9.11			0	0				0	0		0	0	1	9.11	9.11			
169	EXPANDING ENVELOPE (LONG)	PIECE		10		10	79.5			0	0				0	0		0	0	10	7.95	79.50			
170	EXPANDING ENVELOPE (SHORT)	PIECE		10		10	50.4			0	0				0	0		0	0	10	5.04	50.40			
171	EXPANDING FOLDER (GREEN, LONG) PIECE	PIECE	100		100	1518				0	0	100	100	1518			0	0	200	15.18	3,036.00				
172	EXPANDING FOLDER (GREEN, SHORT) PIECE	PIECE	25		25	357.25				0	0	25	25	357.25			0	0	50	14.29	714.50				
173	FLAGLETS/STICK-UP/POST-IT TAPE FL PACK	PACK	5		5	850				0	0				0	0		0	0	5	170.00	850.00			
174	FOLDER ORDINARY WHITE	SHORT		24		24	58.32			0	0				0	0		0	0	24	2.43	58.32			
175	FOLDER ORDINARY WHITE	LONG		24		24	78.24			0	0				0	0		0	0	24	3.26	78.24			
176	FORM-AUTHORIZATION TO LEAVE CO REAM	REAM		2		2	69.86			0	0				0	0		0	0	2	34.93	69.86			
177	FORM-AUTHORIZATION FOR OVERTIME REAM	REAM		2		2	82.14			0	0				0	0		0	0	2	41.07	82.14			
178	FORM-CHECK VOUCHER	REAM		2		2	160.72			0	0				0	0		0	0	2	80.36	160.72			
179	FORM-CHECK VOUCHER TRANSMITTA REAM	REAM		1		1	24.11			0	0				0	0		0	0	1	24.11	24.11			
180	FORM-REQUISITION AND ISSUE SLIP REAM	REAM		1		1	56</																		

189	PAPER COPY S-24	A-4		5	5	750		5	5	750		5	5	750		5	5	750	20	150.00	3,000.00			
190	PAPER FASTENER METAL (JUMBO)	BOX		1	1	75.67		0	0			1	1	75.67		0	0		2	75.67	151.34			
191	PAPER FASTENER METAL (REGULAR BOX)	BOX			1	17.86		0	0			0	0			0	0		1	17.86	17.86			
192	PAPER FASTENER PLASTIC	SMALL/BO		1	1	31.25		0	0			0	0			0	0		1	31.25	31.25			
193	PAPER MEMO W/ LETTERHEAD	SHORT/RE			0	0	1	1	213.85			0	0			0	0		1	213.85	213.85			
194	PAPER YELLOWPAD	PAD		2	2	41.08		0	0			0	0			0	0		2	20.54	41.08			
195	PENCIL MONGOL	PIECE		10	10	55		0	0			0	0			0	0		10	5.50	55.00			
196	PENTELPEN	PIECE			3	91.08		0	0			0	0			0	0		3	30.36	91.08			
197	RECORD BOOK 300PP	BOOK	1		1	46.88		0	0			0	0			0	0		1	46.88	46.88			
198	TAPE, SCOTCH	PIECE			3	28.14		0	0		3	3	28.14			0	0		6	9.38	56.28			
199	TAPE, PACKAGING	PIECE			2	98		0	0			0	0			0	0		2	49.00	98.00			
200	TAPE, MASKING	PIECE			2	172		0	0			0	0			0	0		2	86.00	172.00			
201	SIGNPEN PILOT ASSORTED	PIECES	12		12	567.84		0	0			0	0			0	0		12	47.32	567.84			
202	STAPLE WIRE	BOX			1	35.62		0	0			0	0			0	0		1	35.62	35.62			
203	WHITEBOARD MARKER ASSORTED	PIECE			2	83.14		0	0			0	0			0	0		2	41.57	83.14			
204	WHITEBOARD ERASER	PIECE	1		1	88		0	0			0	0			0	0		1	88	88			
205	EXTENSION CORD	PIECE	1		1	399		0	0			0	0			0	0		1	399.00	399.00			
206	PENCIL SHARPENER	PIECE		1	1	151.79		0	0			0	0			0	0		1	151.79	151.79			
207	STAPLER	PIECE		1	1	267.86		0	0			0	0			0	0		1	267.86	267.86			
208	STAPLE REMOVER	PIECE		1	1	6.65		0	0			0	0			0	0		1	6.65	6.65			
209	MICRO SHREDDER	PIECE	1		1	26700		0	0			0	0			0	0		1	26,700.00	26,700.00			
210	THE REVISED CORPORATION CODE OF THE P	SET	1		1	2350		0	0			0	0			0	0		1	2,350.00	2,350.00			
211	USB /FLASH DRIVE 128 GB	PIECE	1		1	920		0	0			0	0			0	0		1	920.00	920.00			
212	PERSONAL COMPUTER	SET	1		1	49800		0	0			0	0			0	0		2	49,800.00	99,600.00			
213	PRINTER EPSON 3210 ALL-IN-ONE	SET	2		2	20000		0	0			0	0			0	0		3	10,000.00	30,000.00			
214	LAPTOP	SET	1		1	60000		0	0			0	0			0	0		1	60,000.00	60,000.00			
215	AUTOMATIC VOLTAGE REGULATOR	SET	2		2	598		0	0			0	0			0	0		2	299.00	598.00			
216	COST OF REPAIR / P.M. OF SV NO. 663 (IBG)	PIECE	1		1	30000	1	1	30000	1	1	30000	1	1	30000	1	3,000	4	30,000.00	120,000.00				
217	ACCOUNTS PAYABLE VOUCHER, FORM	Pad			0	0	1	1	44.64			0	0		1	1	44.64	2	44.64	89.28				
218	NOTEBOOK STENO	Piece			0	0		0	0	1	1	43.22			0	0	0	1	43.22	43.22				
219	PENCIL MONGOL #2	Piece		1	1	5.5		0	0			0	0			0	0	1	5.50	5.50				
220	BALLPEN HBW	Piece			0	0	20	20	98.2			0	0			0	0	20	4.91	98.20				
221	CORRECTION TAPE	Piece	2		2	41.08		0	0		1	1	20.54			0	0	3	20.54	61.62				
222	BOND PAPER S-24 SHORT	Reams	3	4	3	10	4	3	4	11	1926.1	3	4	3	10	1751	4	3	4	11	1926.1	42	175.10	7,354.20
223	BOND PAPER S-24 LONG	Reams	3	4	3	10	3	3	4	10	2300	3	3	3	9	2070	4	3	4	11	2530	40	230.00	9,200.00
224	PAPER, BOND w/ PNCC LOGO (LONG)	Reams			0	0		0	0		0	1	1	267.86		0	0	1	267.86	267.86	267.86			
225	PAPER, BOND w/ PNCC LOGO (SHORT)	Reams			0	0		0	0		0	1	1	134.64		0	0	1	134.64	134.64	134.64			
226	PAPER, MEMO w/ PNCC LETTER HEAD (SHORT)	Reams			0	0		0	0		0	1	1	213.85		0	0	1	213.85	213.85	213.85			
227	HI LIGHTER FABER CASTEL	Piece			0	0	1	1	26.79			0	0		1	1	26.79	2	26.79	53.58	53.58			
228	PAPER FASTENER PLASTIC SMALL	Box		1	1	19.64		1	1	19.64		1	1	19.64		1	1	19.64	4	19.64	78.56	78.56		
229	PAPER FASTENER PLASTIC METAL	Box		1	1	17.86		0	0		1	1	17.86		1	1	17.86	3	17.86	53.58	53.58			
230	PAPER FASTENER PLASTIC (Jumbo)	Box			1	75.67	1	1	75.67	1	1	75.67	1	1	75.67	1	75.67	4	75.67	302.68	302.68			
231	GREEN FOLDER LONG	Piece	25		25	415.25	25	25	415.25	25	25	415.25	25	25	415.25	25	415.25	100	16.61	1,661.00	1,661.00			
232	GREEN FOLDER SHORT	Piece	15		15	211.65	15	15	211.65	15	15	211.65	15	15	211.65	15	211.65	60	14.11	846.60	846.60			
233	ENERGIZER BATTERY AA	Pack		1	1	30.27		0	0		1	1	30.27		1	1	30.27	2	30.27	60.54	60.54			
234	AUTHORIZATION FOR OVERTIME	Pad			0	0		1	1	41.07		0	0			0	0	1	41.07	41.07	41.07			
235	STATEMENT OF ACCOUNT FORM	Pad			0	0		0	0			0	0			0	0	1	267.86	267.86	267.86			
236	FOLDER ORDINARY WHITE LONG	Piece	10		10	32.6	10	10	32.6	10	32.6	10	32.6	10	32.6	10	32.6	40	3.26	130.40	130.40			
237	FOLDER ORDINARY WHITE SHORT	Piece	10		10	24.3	10	10	24.3	10	24.3	10	24.3	10	24.3	10	24.3	40	2.43	97.20	97.20			
238	SCOTCH TAPE	Piece		1	1	13.39	1	1	26.78		1	1	13.39	1	1	13.39	2	3	40.17	7	13.39	93.73	93.73	
239	CHECK VOUCHER TRANSMITTAL FORM	Pad		1	1	29.02		1	1	29.02		1	1	29.02		1	1	29.02	4	29.02	116.08	116.08		
240	PAPER CLIP SMALL	Box	1		1	7.14		0	0		1	1	7.14		1	1	7.14	2	7.14	14.28	14.28			
241	VACATION LEAVE FORM	Pad			0	0		0	0			0	0		1	1	26.79	1	26.79	26.79	26.79			
242	CHECK VOUCHER FORM	Pad		1	1	80.36		0	0		1	1	80.36		1	1	80.36	2	80.36	160.72	160.72			
243	CONTINUOUS FORM 11/14-7/8 PLAIN	Box	1		1	1955.36		0	0			1	1	1955.36		0	0	2	1,955.36	3,910.72	3,910.72			
244	CARBON LONG	Box		1	1	334.82		0	0			0	0			0	0	1	334.82	334.82	334.82			
245	CARBON SHORT	Box			0	0	1	1	323.21			0	0			0	0	1	323.21	323.21	323.21			
246	RECORD BOOK 500 pages	Piece			0	0		0	0		1	1	61.16		1	1	61.16	0	61.16	61.16	61.16			
247	PEERLESS, BOX	Piece			0	0	1	1	133.93		1	1	133.93		2	2	267.86	4	133.93	535.72	535.72			
248	Ribbon for Compact 5DM Typewriter	Piece			0	0	1	1	267.86			0	0			0	0	1	267.86	267.86	267.86			
249	HP INK #678 BLACK	Piece		1	1	370		0	0		1	1	370		1	1	370	3	370.00	1,110.00	1,110.00			
250	HP INK #678 COLORED	Piece			0	0	1	1	414.29		1	1	414.29		1	1	414.29	2	414.29	828.58	828.58			
251	EPSON INK T664 BLACK	Piece	1		1	178.57	1	1	178.57		1	1	178.57		1	1	178.57	4	178.57	714.28	714.28			
252	EPSON INK 003 BLACK	Piece			0	0	1	1	178.57			0	0	1	1	178.57	2	178.57	357.14	357.14				
25																								

[Handwritten signature]

262	Envelope, Brown (Short)	Piece				0	0	20			20	20				0	0	25			25	25	45	1.00		45.00
263	Envelope, Brown (Long)	Piece				0	0	30			30	45				0	0	30			30	45	60	1.50		90.00
264	Envelope, Expanding (Long)	Piece	20			20	300	10			10	150	20			20	300	10		10	150	60	15.00		900.00	
265	Expanding Folder Green (Long)	Piece	30			30	480		30		30	480		30		30	480		30	480	120	16.00			1,920.00	
266	Folder White (Long)	Piece				0	0	15			15	36.9		15		15	36.9		15	36.9	45	2.46			110.70	
267	Window Envelope	Box				0	0	0			0	0	1		1	181.82			0	0	1	181.82			181.82	
268	Fastener	Box				0	0	3			3	58.92	3		3	58.92	3		3	58.92	9	19.64			176.76	
269	Glue	Bottle				0	0	0			0	0	2		2	110			0	0	2	55.00			110.00	
270	Bond Paper (Short)	Ream	10			10	1450		10		10	1450		10		10	1450		10	1450	40	145.00			5,800.00	
271	Bond Paper (Long)	Ream	15			15	2550		15		15	2550		15		15	2550		15	2550	60	170.00			10,200.00	
272	Paper Clip Small	Box		3		3	21.42				0	0	3		3	21.42		3		3	21.42	9	7.14			64.26
273	Paper Clip Big	Box				0	0	0			0	0	4		4	76			0	0	4	19.00			76.00	
274	Whiteboard Marker	Piece				0	0	1			1	42			1	42			0	0	2	42.00			84.00	
275	Pencil, Lead, with eraser	Box				0	0	0	1		1	120			0	0			0	0	1	120.00			120.00	
276	Record Book / Logbook	Book		2		2	124				0	0			0	0			0	0	2	62.00			124.00	
277	Tape, Transparent	Roll				0	0	0			0	0	8		8	72			0	0	8	9.00			72.00	
278	Tape, Masking	Roll				0	0	0			0	0	1		1	45			0	0	1	45.00			45.00	
279	Tape, Packaging	Roll				0	0	0			0	0	2		2	98			0	0	2	49.00			98.00	
280	Staple wire	Box		3		3	120				0	0	3		3	120		3		3	120	9	40.00			360.00
281	Staple wire, heavy duty #23	Box				0	0	0			0	0			1	112			0	0	1	112.00			112.00	
282	Ballpen	Box				0	0	2			2	600			0	0	1		1	300	3	300.00			900.00	
283	Highlighter	Piece				0	0	0	3		3	61.5			0	0		3	3	61.5	6	20.50			123.00	
284	Stapler	Unit				0	0	0	1		1	250			0	0			0	0	1	250.00			250.00	
285	PVC Card for ID	Box				0	0	0	2		2	400			0	0			0	0	2	200.00			400.00	
286	Continuous Form 2ply 11x14 7/8 plain	Box		2		2	2680				0	0		2	2	2680			0	0	4	1,340.00			5,360.00	
287	Continuous Form 1ply 11x14 7/8 plain	Box		2		2	912				0	0		2	2	912			0	0	4	456.00			1,824.00	
288	Continuous Form 2ply 11x14 7/8 lined	Box		2		2	3910.72				0	0		2	2	3910.72			0	0	4	1,955.36			7,821.44	
289	Continuous Form 2ply 11x9 1/2 plain	Box		2		2	1146				0	0		2	2	1146			0	0	4	573.00			2,292.00	
290	Continuous Form 1ply 11x9 1/2 plain	Box		2		2	1224				0	0		2	2	1224			0	0	4	612.00			2,448.00	
291	Continuous Form 2ply 11x9 1/2 lined	Box		2		2	1268				0	0		2	2	1268			0	0	4	634.00			2,536.00	
292	Continuous Form 1ply 11x9 1/2 lined	Box		2		2	864				0	0		2	2	864			0	0	4	432.00			1,728.00	
293	Memo Bond Paper	Ream				0	0	0		1	1	214			0	0			0	0	1	214.00			214.00	
294	Bond paper with letterhead (short)	Ream				0	0	0	1		1	134.64			1	1	134.64			0	0	2	134.64			269.28
295	Bond paper with letterhead (long)	Ream				0	0	0	1		1	267.86			0	0			0	0	1	267.86			267.86	
296	Check Voucher	Pad		1		1	80.5				0	0		2	2	161			0	0	3	80.50			241.50	
297	Authorization to Leave Comp Premises	Pad		1		1	35				0	0		2	2	70			0	0	3	35.00			105.00	
298	Statement of Expenses	Pad		1		1	38				0	0		1	1	38			0	0	2	38.00			76.00	
299	Authorization for Overtime Work	Pad		2		2	82.14				0	0		1	1	41.07			0	0	3	41.07			123.21	
300	Application for Vacation Leave	Pad		1		1	26.79				0	0		1	1	26.79			0	0	2	26.79			53.58	
301	Application for Sick Leave	Pad		1		1	27				0	0			0	0			0	0	1	27.00			27.00	
302	Attendance and Whereabouts	Pad				0	0	0			0	0		1	1	33.5			0	0	1	33.50			33.50	
303	PAR (White)	Pad				0	0	0		1	1	34			0	0			0	0	1	34.00			34.00	
304	PAR (Blue)	Pad				0	0	0		1	1	35			0	0			0	0	1	35.00			35.00	
305	PTSS Form	Box				0	0	0	1		1	2662		1	1	2662			0	0	2	2,662.00			5,324.00	
306	PAS Form	Box				0	0	0	1		1	2143		1	1	2143			0	0	2	2,143.00			4,286.00	
307	Stock Card	Piece				0	0	0	25		25	75			0	0	25		25	75	50	3.00			150.00	
308	Med. and Dental Supplies Requisition	Pad				0	0	0	4		4	108			0	0	3		3	81	7	27.00			189.00	
309	EPSON LQ 2180 (Dot Matrix)	Ribbon				0	0	0	3		3	1050			0	0	3		3	1050	6	350.00			2,100.00	
310	EPSON L3110 (Black)	Ink		2		2	358				0	0	2		2	358		3		3	537	7	179.00		1,253.00	
311	EPSON L3110 (Other Colors)	Ink				0	0	0	3		3	720			0	0	3		3	720	6	240.00			1,440.00	
312	EPSON L310 (Black)	Ink		3		3	711				0	0	3		3	711		3		3	711	9	237.00		2,133.00	
313	HP Deskjet 678 (Black)	Ink				0	0	0	2		2	828.58			0	0	2		2	828.58	4	414.29			1,657.16	
314	Olympia Compact 5DM	Ribbon		2		2	535.72				0	0	1		1	267.86			0	0	5	267.86			1,339.30	
315	Band Aid	Boxes		2		2	330				0	0		3		495		2		2	330	5	165.00		825.00	
316	Sterile Gauze 2x2 (100 per box)	Box				0	0	0		3	3	450			0	0			0	0	1	150.00			150.00	
317	Thermometer	Piece				0	0	0			0	0			0	0			0	0	1	150.00			150.00	
318	Stethoscope	Unit				0	0	0	1		1	2000			0	0		1		1	2000	2	2,000.00		4,000.00	
319	Blood Pressure Cuff	Piece				0	0	0		1	1	3500			0	0	1		1	3500	1	3,500.00			3,500.00	
320	Mopuricine	Tube		3		3	675				0	0			0	0			0	0	3	225.00			675.00	
321	Solid Plastic Crates inner dimension: L575xW39	Piece		500		500	300000				0	0			0	0			0	0	500	600.00			300,000.00	
322	Restoration, Repair, Refilling of Fire Extinguishers	Cylinders				0	#REF!	22			22	26400			0	0	14		14	16800	36	1,200.00			43,200.00	
323	Safety Helmet	Piece				0	0	0	72		72	43200			0	0			0	0	72	600.00			43,200.00	
324	Handy Flashlight	Piece				0	0	0	72		72	21600			0	0			0	0	72	300.00			21,600.00	
325	Whistle Device	Piece				0	0	0	72		72	14400			0	0			0	0	72	200.00			14,400.00	
326	Repairs and Maintenance (FME Service)		1	1		1	3	0	1	1	1	3	30000	1	1	1	30000	1	1	1	3	30000	12	10,000.00	120,000.00	
327	Desk Top Computer	Unit	1			1	2	149400		1	1	49800	1		1	49800			0	0	4	49,800.00			199,200.00	
328	Printer - Dot Matrix	Unit		1		1	96000	1			1	48000			0	0			0	0	2	48,000.00			96,000.00	
329	Printer - Ink Jet	Unit				0	10000			1	1	10000		1		10000			0	0	2	10,000.00			20,000.00	
330	UPS	Unit	1	1		1	3	0	1	1	1	3	9000	1	1	2	6000			0	0	8	3,000.00		24,000.00	
331	Bond Paper (Short)	Ream	1			1	175				0	0		1	1	175			0	0	2	175			350	
332	Bond Paper (Long)	Ream	1			1	213.57				0	0		1	1	213.57			0	0	2	213.57			427.14	
333	Bond paper with letterhead (short)	Ream				0	0	0	1		1	134.64			0	0			0	0	1	134.64			134.64	
334	Envelope, Brown (Short)	Piece				20	20	28.4			0	0	20		20	28.4		20		20	28.4	60	1.42		85.2	

335	Envelope, Brown (Long)	Piece	10			10	19.6	10	10		20	39.2		10		10	19.6				0	0	40	1.96	78.4	
336	Correction Tape	Piece	1			1	18		1		1	18		1		1	18	1			1	18	4	18	72	
337	Folder White (Long)	Piece		10		10	24.6				0	0	10			10	24.6		10		10	24.6	30	2.46	73.8	
338	Expanding Folder Green (Long)	Piece				0	0	10			10	160				0	0				0	0	10	16	160	
339	Staple wire	Box	1			1	33		1		1	33		1		1	33	1			1	33	4	33	132	
340	Cutter Blade	tube				0	0		2		2	44				0	0				0	0	2	22	44	
341	Sign Pen	Piece				0	0	1			1	47.32				0	0				0	0	1	47.32	47.32	
342	Paper Copy (A4)	Ream		1		1	200				0	0		1		1	200				0	0	2	200	400	
343	Record Book / Logbook (500pp)	Book		4		4	292		4		4	292			4		292		4		4	292	16	73	1,168.00	
344	Ballpen	piece	10			10	41.8		10	10	20	83.6	10			10	41.8	10			10	41.8	50	4.18	209	
345	Tape, Transparent	Roll		3		3	40.17				0	0		3		3	40.17		3		3	40.17	9	13.39	120.51	
346	Attendance and Whereabouts	Pad	3			3	100.5				0	0		2		2	67				0	0	5	33.5	167.5	
347	Check Voucher	Pad				0	0		1		1	80.5				0	0	1			1	80.5	2	80.5	161	
348	Carbon Film, Legal size	Box			1	1	334.82				0	0				1	492		1		1	334.82	2	334.82	669.64	
349	HP Deskjet 880 (Black)	Ink			1	1	492				0	0	1			1	492			1	1	492	3	492	1,476.00	
350	BOND PAPER LONG	reams	1	1	1	3	632.13		1	1	1	3	632.13	1	1	1	3	632.13	1	1	1	3	632.13	12	210.71	2,528.52
351	BOND PAPER SHORT	reams	1	1	1	3	428.58		1	1	1	3	428.58	1	1	1	3	428.58	1	1	1	3	428.58	12	142.86	1,714.32
352	PAPER, COPY A4 S-24	reams	1	1		2	150		1		1	75		1		1	75		1		2	150	6	75	900	
353	GREEN FOLDER SHORT	pcs	5		5	10	352.8		5		5	176.4		5		5	176.4	5		5	10	352.8	30	35.28	423.3	
354	GREEN FOLDER LONG	pcs	5		5	10	368.3		5		5	184.15		5		5	184.15	5		5	10	368.3	30	36.83	441.9	
355	RIBBON FOR COMPACT SDM TYPEWRITER	pcs	1	1	1	3	669.66		1	1	2	446.44		1	1	2	446.44	1		1	2	446.44	10	223.22	2,678.60	
356	BALLPEN	pcs	1			1	6.46		1	1	2	12.92		1		1	6.46		1		1	6.46	5	6.46	77.5	
357	STAPLE WIRE	bxs		1		1	5.94				0	0		1		1	5.94				0	0	2	5.94	71.24	
358	SCOTCH TAPE	pcs	1			1	4.09		1		1	8.18		1		1	4.09		1		1	4.09	5	4.09	49.1	
359	CUTTER BLADE	tube	2			2	2.98				0	0				0	0				0	0	2	1.49	17.86	
360	EPSON INK 003 black/magenta/cyan/yellow	pcs	2		2	4	797.2		2		2	398.6		2		2	398.6		2		2	398.6	10	199.3	2,391.60	
361	FOLDER ORD. WHITE SHORT	pcs	5			5	25.3		5		5	25.3	5			5	25.3	5		5	10	50.6	25	5.06	60.75	
362	FASTENER METAL	bxs	1			1	2.98				0	0	1			1	2.98				0	0	2	2.98	35.72	
363	PENCIL MONGOL 2	pcs		1		1	0.83				0	0		1		1	0.83				0	0	2	0.83	10	
364	FOLDER ORD. WHITE LONG	pcs	10			10	135.8		10		10	135.8	10		10	20	271.6		10		10	135.8	50	13.58	163	
365	YELLOW PAD	pad		1		1	5				0	0		1		1	5				0	0	2	5	60	
366	CORRECTION TAPE	pcs	2			2	23.82		2		2	23.82	2			2	23.82	2		2	4	47.64	10	11.91	142.9	
367	STAPLER	pcs		1		1	22.32				0	0				0	0				0	0	1	22.32	267.86	
368	PENDEL PEN	pcs	1			1	4.39				0	0	1			1	4.39				0	0	2	4.39	52.7	
369	MASKING TAPE 2inch	pcs	2			2	22.74		2		2	45.48		2		2	22.74		2		2	22.74	10	11.37	136.4	
370	STABILO BOSS	pcs	2			2	20.54		2		2	20.54				0	0	2		2	2	20.54	6	10.27	123.24	
371	CUTTER BIG	pcs		1		1	27.9				0	0		1		1	27.9				0	0	2	27.9	334.84	
372	CARBON PAPER LONG	bxs	1			1	83.71		1		1	83.71		1		1	83.71				0	0	3	83.71	1,004.46	
373	CHECK VOUCHER FORM	pads	2		2	4	321.44		2		2	160.72		2		2	160.72		2		2	160.72	12	80.36	964.32	
374	MASKING TAPE 1inch	pcs	2			2	13.12		2		2	13.12				0	0		1		1	6.56	5	6.56	78.75	
375	CARBON PAPER SHORT	bxs	1			1	161.61		1		2	323.22		1		1	161.61		1		1	161.61	6	161.61	1,939.32	
376	STATEMENT OF EXPENSES FORM	pads	2			2	62.96		2		2	62.96		2		2	125.92		2		2	62.96	10	31.48	377.8	
377	TRIP TICKET	pads	10			10	267.9		10		10	267.9	10			10	267.9	10		10	20	535.8	50	26.79	3,750.00	
378	FARL	pad	1			1	5.4				0	0				0	0				0	0	1	5.4	64.85	
379	FAD/SL	pad	1			1	3.91				0	0				0	0				0	0	1	3.91	46.9	
380	GLUE, ELMERS	blt	1			1	5.95				0	0	1			1	5.95				0	0	2	5.95	71.42	
381	MEMORANDUM RECEIPT	pad				0	0		1		1	2.52				0	0				0	0	1	2.52	30.21	
382	OSR/RIS	pads	2			2	54.76		2		2	54.76		2		2	54.76		2		2	54.76	8	27.38	328.56	
383	PAPER CLIP SMALL	bxs	1			1	1.19				0	0		1		1	1.19				0	0	2	1.19	14.28	
384	PAPER CLIP BIG	bxs	1			1	2.53				0	0	1			1	2.53				0	0	2	2.53	30.36	
385	SCISSOR	pcs	1			1	3.57				0	0		1		1	3.57				0	0	2	3.57	42.86	
386	RECORD BOOK 300	pcs	5			5	154.95		3		3	92.97				0	0				0	0	8	30.99	371.84	
387	RECORD BOOK 500	pcs	5			5	203.85		3		3	122.31				0	0				0	0	8	40.77	489.28	
388	SICK LEAVE	pads	1			1	4.47		1		1	4.47				0	0				0	0	2	4.47	53.58	
389	VACATION LEAVE	pads	1			1	4.47		1		1	4.47				0	0				0	0	2	4.47	53.58	
390	STENO NOTE BOOK	pcs	1			1	7.2		1		1	7.2				0	0				0	0	2	7.2	86.44	
391	O.B. FORM	pads		5		5	116.45				0	0		3		3	69.87				0	0	8	23.29	279.44	
392	PACKAGING TAPE	pcs	2			2	8.56		2		2	8.56				0	0	1		1	1	4.28	5	4.28	51.35	
393	PETTY CASH VOUCHER (new)	pads	2			2	37.2		2		2	37.2				0	0	1		1	1	18.6	5	18.6	223.2	
394	TAPE DISPENSER	pc				0	0		1		1	6.25				0	0				0	0	1	6.25	75	
395	PUNCHER 2 HOLE	pc				0	0	1			1	10.05				0	0				0	0	1	10.05	120.55	
396	CASH ADVANCE SLIP	pads	5			5	41.65		5		5	41.65		5		5	41.65		5		5	41.65	20	8.33	100	
397	ACTION SLIP	pads		2		2	4.16		2		2	4.16				0	0	1		1	1	2.08	5	2.08	25	
398	BATTERY ENERGIZER "AA"	pack	2			2	40.66				0	0				0	0				0	0	2	20.33	244	
399	GATE PASS	pad				0	0		1		1	6.25				0	0				0	0	1	6.25	75	
400	Authorization to leave Co. Premises	pads	5			5	104.15				0	0				0	0				0	0	5	20.83	250	
401	BROWN ENVELOPE LONG	pcs	5			5	31.25		5		5	31.25	5		5	10	62.5		5		5	31.25	25	6.25	75	
402	BROWN ENVELOPE SHORT	pcs	5			5	26.05		5		5	26.05	5		5	10	52.1		5		5	26.05	25	5.21	62.5	
403	SIGNPEN	pcs	2			2	25		2		2	25				0	0		1		1	12.5	5	12.5	150	
404	STAPLE REMOVER	pc				0	0		1		1	0.56				0	0				0	0	1	0.56	6.75	
405	EMULSION WAX	gal	1	1	1	3	750		1	1	1	3	750	1	1	1	3	750	1	1	1	3	750	12	250	3,000.00
406	TOILET BOWL CLEANER(TBC)	gal	1	1	1	3	450		1	1	1	3	450	1	1	1	3	450	1	1	1	3	450	12	150	1,800.00
407	POWDER SOAP	pkg.	2	2	2	6	300		2	2	2	6	300	2	2	2	6	300	2	2	2	6	300	24	50	1,200.00

408	FURNITURE POLISH	gal	1	1	3	600	1	1	1	3	600	1	1	1	3	600	1	1	1	3	600	12	200	2,400.00	
409	DEODORANT CAKE	pcs	10	10	30	420	10	10	10	30	420	10	10	10	30	420	10	10	10	30	420	120	14	1,680.00	
410	MOP HEAD LARGE	pcs	2	2	6	468	2	2	2	6	468	2	2	2	6	468	2	2	2	6	468	24	78	1,872.00	
411	MIXED ROUND RUGS	pcs	10	10	30	45	10	10	10	30	45	10	10	10	30	45	10	10	10	30	45	120	1.5	180	
412	SOFT BROOM	box	2	2	6	1068.6	2	2	2	6	1068.6	2	2	2	6	1068.6	2	2	2	6	1068.6	24	178.1	4,274.40	
413	TOILET BOWL BRUSH PLASTIC	pcs	1	1	3	150	1	1	1	3	150	1	1	1	3	150	1	1	1	3	150	12	50	600	
414	STICK BROOM	pcs	2	2	6	720	2	2	2	6	720	2	2	2	6	720	2	2	2	6	720	24	120	2,880.00	
415	SCOTCH BRITE CAT 96	pcs	1	1	3	150	1	1	1	3	150	1	1	1	3	150	1	1	1	3	150	12	50	600	
416	SCOTCH BRITE 2 N 1	pcs	1	1	3	225	1	1	1	3	225	1	1	1	3	225	1	1	1	3	225	12	75	900	
417	PAD HOLDER 16"	pcs	1	1	3	1875	1	1	1	3	1875	1	1	1	3	1875	1	1	1	3	1875	12	625	7,500.00	
418	SCRUBBING PAD 16"	pcs	1	1	3	792	1	1	1	3	792	1	1	1	3	792	1	1	1	3	792	12	264	3,168.00	
419	POLISHING PAD 16"	pcs	1	1	3	792	1	1	1	3	792	1	1	1	3	792	1	1	1	3	792	12	264	3,168.00	
420	STRIPPING PAD 16"	pcs	1	1	3	792	1	1	1	3	792	1	1	1	3	792	1	1	1	3	792	12	264	3,168.00	
421	MOP HEAD WOOD	pcs	1	1	1	0	1	1	1	3	375	1	1	1	3	375	1	1	1	3	375	12	125	1,500.00	
422	PLUNGER RUBBER	pcs	1	1	3	150	1	1	1	3	150	1	1	1	3	150	1	1	1	3	150	12	50	600	
423	DUSTPAN PLASTIC	pcs	3	3	9	1440	3	3	3	9	1440	3	3	3	9	1440	3	3	3	9	1440	36	160	5,760.00	
424	DISWASHING LIQUID	pcs	3	3	9	1350	3	3	3	9	1350	3	3	3	9	1350	3	3	3	9	1350	36	150	5,400.00	
425	BAYGON	tube	3	2	8	2800	2	3	2	8	2800	3	3	3	9	3150	3	3	3	9	3150	33	350	11,550.00	
426	Computer Set	unit	1	1	1	149400	1	1	1	3	149400	1	1	1	3	149400	1	1	1	3	149400	12	49,800	597,600	
427	Printer	unit	1	1	1	30000	1	1	1	3	30000	1	1	1	3	30000	1	1	1	3	30000	12	10000	120000	
428	DOT MATRIX PRINTER	unit	1	1	2	96000					0				0						0	2	48000	96000	
429	UPS	unit	1	2	1	12000	1	1	1	3	9000					0					0	10	3000	30000	
430	UPS	unit				0				1	7000					0					0	1	7000	7000	
431	Adobe Acrobat Pro	unit	1			45000					0					0					0	1	45000	45000	
432	Monitor	unit		1		7000					0					0					0	1	7000	7000	
433	BALLPEN	PC	3			12.54	3			3	12.54	3			3	12.54	3			3	12.54	12	4.18	50.16	
434	BOND PAPER W/ PNCC LOGO SHORT	REAM	1			134.64					0				0					0	1	134.64	134.64		
435	BOND PAPER W/ PNCC LOGO LONG	REAM	1			267.86					0				0					0	1	267.86	267.86		
436	BOND PAPER S-24 LONG	REAM	1	1	2	350.2		1		1	175.1	1		1	2	350.2		1		1	175.1	6	175.10	1,050.60	
437	BOND PAPER S-24 SHORT	REAM	1		1	213.57		1		1	213.57	1		1	2	427.14		1		1	213.57	6	213.57	1,281.42	
438	BROWN ENVELOP LONG	PC	10	10	10	30	58.8	10	10	10	30	58.8	10	10	10	30	58.8	10	10	10	30	58.8	120	1.96	235.20
439	BROWN ENVELOP SHORT	PC	10	10	10	30	44.1	10	10	10	30	44.1	10	10	10	30	44.1	10	10	10	30	44.1	120	1.47	176.40
440	CARBON PAPER LONG	BOX	1			334.82					0				1	334.82					0	2	334.82	669.64	
441	CARBON PAPER SHORT	BOX	1			290					0				1	290					0	2	290.00	580.00	
442	CORRECTION FLUID	PC	3			42.87					0				3	42.87					0	6	14.29	85.74	
443	CORRECTION TAPE	PC	3		3	61.62			3	3	61.62	3		3	6	123.24		3		3	61.62	18	20.54	369.72	
444	ELMER'S GLUE	BOTTLE	1			40.18	1			1	40.18	1			1	40.18	1			1	2	80.36	5	40.18	200.90
445	EPSON INK 673C	CARTRIDG	1			401.79					0				1	401.79					0	2	401.79	803.58	
446	EPSON INK 673M	CARTRIDG	1			401.79					0				1	401.79					0	2	401.79	803.58	
447	EPSON INK 673LM	CARTRIDG	1			401.79					0				1	401.79					0	2	401.79	803.58	
448	EPSON INK 673LC	CARTRIDG	1			401.79					0				1	401.79					0	2	401.79	803.58	
449	EPSON INK 673BLK	CARTRIDG	1			401.79					0				1	401.79					0	2	401.79	803.58	
450	EPSON INK 673Y	CARTRIDG	1			401.79					0				1	401.79					0	2	401.79	803.58	
451	EPSON INK T664 ASSORTED COLOR	CARTRIDG	2			428.58					0				2	428.58					0	4	214.29	857.16	
452	EPSON INK T664 BLACK	CARTRIDG	1			214.29					0				1	214.29					0	2	214.29	428.58	
453	FOLDER ORD. WHITE LONG	PC				0					0				0						0	0	2.92	-	
454	GREEN FOLDER LONG	PC	10		10	20	303.6		10		10	151.8		10		20	303.6		10		10	151.8	60	15.18	910.80
455	HP LASERJET 130A BLACK	CARTRIDG	1			3000					0				1	3000					0	2	3,000.00	6,000.00	
456	HP LASERJET 130A CYAN	CARTRIDG	1			3000					0				1	3000					0	2	3,000.00	6,000.00	
457	HP LASERJET 130A MAGENTA	CARTRIDG	1			3000					0				1	3000					0	2	3,000.00	6,000.00	
458	HP LASERJET 130A YELLOW	CARTRIDG	1			3000					0				1	3000					0	2	3,000.00	6,000.00	
459	PACKAGING TAPE	PC	1	1	1	3	54.9	1	1	1	3	54.9	1	1	1	3	54.9	1	1	1	3	54.9	12	18.30	219.60
460	PAPER COPY A4 S-24	REAM	2			400		2		2	400	2			2	400		2		2	400	8	200.00	1,600.00	
461	PAPER FASTENER PLASTIC SMALL	BOX	1			31.25	1			1	31.25	1			1	31.25	1			1	31.25	4	31.25	125.00	
462	RECORD BOOK 300PP	PC	2			125					0				1	62.5					0	3	62.50	187.50	
463	RECORD BOOK 500PP	PC	2			146					0				1	73					0	3	73.00	219.00	
464	SCOTCH TAPE	PC	2			26.78					0				2	26.78					0	4	13.39	53.56	
465	SIGN PEN PILOT	PC	3			141.96		3		3	141.96			3	3	141.96					0	9	47.32	425.88	
466	STAPLE WIRE	BOX	1			26.79			1		26.79			1	1	26.79					0	3	26.79	80.37	
467	STAPLER	PC	1			183.05					0				0						0	1	183.05	183.05	
468	CUTTER BLADE	TUBE	1			8.93					0			1	1	8.93					0	2	8.93	17.86	
469	PENCIL SHARPENER	PC	1			151.79					0				0						0	1	151.79	151.79	
470	PUNCHER 3 HOLE	PC	1			116.07					0				0						0	1	116.07	116.07	
471	MOUSE	unit				0					0				1	1000					0	1	1,000.00	1,000.00	
472	BOND PAPER S-24	LONG/REA	5			1053.165			5		1053.165				0						0	10	210.63	2,106.33	
473	BOND PAPER S-24	SHORT/RE	6			1050			6		1050				0						0	12	175.00	2,100.00	
474	BOND PAPER A4	A4/REAM	5			700					0			4	4	560					0	9	140.00	1,260.00	
475	BOND PAPER W/ PNCC LOGO	SHORT/RE	1			134.64			1		134.64				0		1				0	3	134.64	403.92	
476	BOND PAPER W/ PNCC LOGO	LONG/REA	1			150			1		150				0		1				0	3	150.00	450.00	
477	BROWN ENVELOPE	LONG	20			23.2					0				20	23.2					0	40	1.16	46.40	
478	BROWN ENVELOPE	SHORT	20			18.8					0				20	18.8					0	40	0.94	37.60	
479	CARBON PAPER FILM BLUE	LONG	2			669.64		2		2	669.64				0		1				1	334.82	5	334.82	1,674.10
480	CARBON PAPER FILM BLUE	SHORT	3			969.63					0				2	646.42					0	2	323.21	646.42	

481	GREEN FOLDER	LONG	25		25	368.25				0	0	25		25	368.25			0	0	50	14.73	736.50	
482	GREEN FOLDER	SHORT	25		25	297.5				0	0	25		25	297.5			0	0	50	11.90	595.00	
483	FORM-CHECK VOUCHER	REAM	5		5	401.8		5		5	401.8		0	0	0	5		5	401.8	15	80.36	1,205.40	
484	FORM-STATEMENT OF EXPENSES	REAM	5		5	188.9		5		5	188.9		0	0	0	5		5	188.9	15	37.78	566.70	
485	FORM-TRIP TICKET	REAM	1		1	52.68	1			1	52.68	1		1	52.68	1		1	52.68	4	52.68	210.72	
486	FORM-VL & SL	REAM	1		1	56				0	0			0	0			0	0	1	56.00	56.00	
487	PAPER CLIP	BIG/BOX	1		1	14.29		1		1	14.29	1		1	14.29	1		1	14.29	4	14.29	57.16	
488	PAPER CLIP	SMALL/BO	1		1	6.25		1		1	6.25	1		1	6.25	1		1	6.25	4	6.25	25.00	
489	NOTEBOOK STENO	BOOKLET	2		2	90				0	0			0	0			0	0	2	45.00	90.00	
490	FASTENER PLASTIC	BOX	1		1	20				0	0		1	1	20			0	0	2	20.00	40.00	
491	HI-LIGHTER FABER CASTEL	PIECES	3		3	90				0	0			0	0			0	0	3	30.00	90.00	
492	PENTELPEN PILOT	PIECES	3		3	90				0	0			0	0			0	0	3	30.00	90.00	
493	SCOTCH TAPE	PIECES	3		3	28.14				0	0	3		3	28.14			0	0	6	9.38	56.28	
494	MASKING TAPE	PIECES	2		2	50				0	0			0	0			0	0	2	25.00	50.00	
495	PACKAGING TAPE	PIECES	2		2	58				0	0			0	0			0	0	2	29.00	58.00	
496	WHITEBOARD MARKER ASSORTED	PIECES	2		2	83.14				0	0			0	0			0	0	2	41.57	83.14	
497	CORRECTION TAPE	PIECES	3		3	60				0	0			0	0			0	0	3	20.00	60.00	
498	FORM-PETTY CASH VOUCHER	REAM	1		1	24.1		1		1	24.1		1	1	24.1			0	0	3	24.10	72.30	
499	DOUBLE BINDER CLIP	BIG/BOX	2		2	150				0	0			0	0			0	0	2	75.00	150.00	
500	DOUBLE BINDER CLIP	SMALL/BO	2		2	120				0	0			0	0			0	0	2	60.00	120.00	
501	EPSON INK 664 BLACK	PIECES	1		2	491.08		1		1	245.54	1		1	2	491.08		1	1	245.54	6	245.54	1,473.24
502	EPSON INK 664 ASSORTED COLOR	PIECES	3		3	708.93		3		3	708.93		3	3	708.93			0	0	9	236.31	2,126.79	
503	SIGNPEN PILOT BLACK	PIECES	5		5	325				0	0	5		5	325			0	0	10	65.00	650.00	
504	SIGNPEN PILOT BLUE	PIECES	5		5	325				0	0	5		5	325			0	0	10	65.00	650.00	
505	GELPEN BLACK	PIECES	5		5	113.75				0	0	5		5	113.75			0	0	10	22.75	227.50	
506	GELPEN BLUE	PIECES	5		5	113.75				0	0	5		5	113.75			0	0	10	22.75	227.50	
507	STAPLE WIRE	BOX	1		1	64				0	0			0	0			0	0	1	64.00	64.00	
508	STICKER PAPER	PIECES	4		4	260				0	0			0	0			0	0	4	65.00	260.00	
509	TAPE FLAG	PAD	2		2	80				0	0			0	0			0	0	2	40.00	80.00	
510	CUTTER	PIECES	1		1	89				0	0			0	0			0	0	1	89.00	89.00	
511	Coffee machine	SET	1		1	8000				0	0			0	0			0	0	1	8,000.00	7,000.00	
512	Paper shredder machine	SET	1		1	13000				0	0			0	0			0	0	1	13,000.00	13,000.00	
513	Tableware (Plates, Utensils, Glassware etc.)	SET	1		1	13000				0	0			0	0			0	0	1	13,000.00	13,000.00	
514	Microwave oven	SET	1		1	4000				0	0			0	0			0	0	1	4,000.00	4,000.00	
515	The Revised Corporation Code of the Philippines	PIECE		1	1	1720				0	0			0	0			0	0	1	1,720.00	1,720.00	
516	The Revised Penal Code Book 1	PIECE		1	1	1155				0	0			0	0			0	0	1	1,155.00	1,155.00	
517	The Revised Penal Code Book 2	PIECE		1	1	1740				0	0			0	0			0	0	1	1,740.00	1,740.00	
518	Labor Code Codal - Revised Civil Procedure Codal	PIECE			0	0				0	0	1		1	1150			0	0	1	1,150.00	1,150.00	
519	Revised Corporation Code - Codal (Volume 1)	PIECE			0	0				0	0	1		1	900			0	0	1	900.00	900.00	
520	Revised Corporation Code - Codal (Volume 2)	PIECE			0	0				0	0	1		1	900			0	0	1	900.00	900.00	
521	Rules of Court - Codal	PIECE			0	0				0	0	1		1	1250			0	0	1	1,250.00	1,250.00	
522	Corporation Code Annotation - Civil Procedure	PIECE			0	0				0	0	1		1	2000			0	0	1	2,000.00	2,000.00	
523	USB 64GB	SET	3		3	2400				0	0			0	0			0	0	3	800.00	2,400.00	
524	EXTERNAL DRIVE 1 TB	SET	2		2	2800				0	0			0	0			0	0	2	1,400.00	2,800.00	
525	ZOOM SUBSCRIPTION	ACCOUNT	1		1	6000				0	0			0	0			0	0	1	6,000.00	6,000.00	
526	Christmas Decor	set				0				0	0			1	15000			0	0		15,000.00	15,000.00	
527	Solar Led Street Lighting Industrial Type	pcs				0				0	0			1	100000			0	0		100,000.00	100,000.00	
528	Oil & Filters	pcs	1	1	1	74049	1	1	1	3	74049	1	1	1	74049	1	1	1	3	74049	12	24,683	296,196.00
529	PENCIL MONGOL # 2	piece	2.00		2	12,936				0	0	2.00		2	12,936			0	0		6.47	25,872	
530	BALLPEN HBW	piece	2.00		2	9,83136	2.00			2	9,83136	2.00		2	9,83136	2		2	9,83136		4.92	39,32544	
531	RECORD BOOK, 500	piece	1.00		1	85,848				0	0			0	0			0	0		85.85	85,848	
532	CORRECTION TAPE	piece	1.00		1	24,15504				0	0	1.00		1	24,15504			0	0		24.16	48,31008	
533	BOND PAPER - SHORT	ream	1.00		1	207,77568		1.00		1	207,77568		1.00	1	207,77568			0	0		207.78	623,32704	
534	BOND PAPER - LONG	ream	1.00		1	251,15832		1.00		1	251,15832		1.00	1	251,15832			0	0		251.16	753,47496	
535	BOND PAPER - A4	ream	1.00		1	221,4408		1.00		1	221,4408		1.00	1	221,4408			0	0		221.44	664,3224	
536	BOND PAPER with PNCC LOGO (SHORT)	ream	1.00		1	158,33664				0	0			0	0			0	0		158.34	158,33664	
537	PAPER, MEMO with PNCC LETTER HEAD (SHORT)	ream	1.00		1	251,4876				0	0			0	0			0	0		251.49	251,4876	
538	HI LIGHTER STABLO	piece	2.00		2	63,01008				0	0	2.00		2	63,01008			0	0		31.51	126,02016	
539	PAPER FASTENER - PLASTIC	box	1.00		1	36.75				0	0			0	0			0	0		36.75	36.75	
540	GREEN FOLDER - LONG	piece	6.00		6	107,11008				0	0	6.00		6	107,11008			0	0		17.85	214,22016	
541	FOLDER ORDINARY WHITE - LONG	piece	6.00		6	20,60352				0	0	6.00		6	20,60352			0	0		3.43	41,20704	
542	SCOTCH TAPE	piece	1.00		1	15,74664		1.00		1	15,74664		1.00	1	15,74664			0	0		15.75	47,23992	
543	CARBON - LONG	box	1.00		1	393,74832				0	0			0	0			0	0		393.75	393,74832	
544	WHITE BOARD MARKER	piece	2.00		2	97,77264				0	0	2.00		2	97,77264			0	0				

554	Carbon Film, Letter size	Box				1								1						2	290.00	580.00
555	Carbon Film, Legal size	Box				1									1					2	334.82	669.64
556	Envelope, Brown (Short)	Piece	50							50					25					150	1.47	220.50
557	Envelope, Brown (Long)	Piece	50							50					50					200	1.96	392.00
558	Envelope, Expanding (Short)	Piece	30							30					30					120	14.29	1,714.80
559	Expanding Folder Green (Long)	Piece	50							50	50							50		200	15.18	3,036.00
560	Folder Regular (Long)	Piece								15	15							20		50	2.92	146.00
561	Envelope, Mailing	Piece								10	10							10		30	1.65	49.50
562	Fastener paper (plastic)	Box								3								2		5	31.25	156.25
563	Glue	Bottle				3								3						6	40.18	241.08
564	Bond Paper (Short)	Ream				5					5			5				5		20	175.10	3,502.00
565	Bond Paper (A4)	Ream				5				5				5				2		22	200.00	4,400.00
566	Bond Paper (Long)	Ream				5				5				5				2		22	213.57	4,698.54
567	Paper Clip Small	Box								3								1		4	9.00	36.00
568	Paper Clip Big	Box								2								1		5	19.00	95.00
569	Sign Pen	Piece				5								5					5	15	47.32	709.80
570	Pen, Marking, permanent	Piece				3								3						6	30.36	182.16
571	Whiteboard Marker	Piece								3								3		15	41.57	249.42
572	Pencil, Mongol #2	Piece				5								5					5	9	5.50	82.50
573	Record Book / Logbook 300	Piece				3								3					3	20	62.50	562.50
574	Tape, Transparent	Roll	5							5								5		15	13.39	267.80
575	Tape, Masking	Roll												5					5	15	18.18	272.70
576	Tape, Packaging	Roll				5								5					5	15	18.30	274.50
577	Stamp Pad ink	Bottle								1										1	125.00	125.00
578	Cutter	Piece								3										3	53.57	160.71
579	Scissor	Piece								3										3	34.82	104.46
580	Steno notebook	Piece									3									3	43.22	129.66
581	Staple wire	Box				1					1			1				1		4	36.79	147.16
582	Sign Pen	Piece								5				5					3	13	47.32	615.16
583	Ballpen	Piece								5				5					5	15	4.18	62.70
584	Highlighter	Piece				3								3					3	12	26.79	321.48
585	Staple Remover	Piece								2										2	9.38	18.76
586	Stapler	Piece	1								1							1		3	183.05	549.15
587	Memo Bond Paper	Ream								2								2		4	213.85	855.40
588	Bond paper with letterhead (short)	Ream								2								2		4	134.64	538.56
589	Bond paper with letterhead (long)	Ream								1								1		2	267.86	535.72
590	Check Voucher	Pad				1								1						2	80.36	160.72
591	Authorization to Leave Comp Premises	Pad				1								1						2	34.93	69.86
592	Statement of Expenses	Pad				1								1						2	37.78	75.56
593	Authorization for Overtime Work	Pad				1								1						2	41.07	82.14
594	Application for Vacation Leave	Pad				1								1						2	27.00	54.00
595	Application for Sick Leave	Pad				1								1						2	27.00	54.00
596	Attendance and Whereabouts	Pad				1								1						2	33.48	66.96
597	Brother DR263CL Cyan	Piece									1							1		3	3,890.00	11,670.00
598	Brother DR263CL Yellow	Piece									1							1		3	3,890.00	11,670.00
599	Brother DR263CL Black	Piece									1							1		3	3,890.00	11,670.00
600	Brother DR263CL Magenta	Piece									1							1		3	3,890.00	11,670.00
601	EPSON L805 (Black)	Piece									1				1			1		4	450.00	1,800.00
602	EPSON L805 (Cyan)	Piece									1				1			1		4	450.00	1,800.00
603	EPSON L805 (Light Cyan)	Piece				1								1				1		4	450.00	1,800.00
604	EPSON L805 (Magenta)	Piece									1				1			1		5	450.00	2,250.00
605	EPSON L805 (Light Magenta)	Piece				1								1				1		5	450.00	2,250.00
606	EPSON L805 (Yellow)	Piece				1								1				1		5	450.00	2,250.00
607	Drum Kit Fuji Xerox Copier	Unit									1									1	6,400.00	6,400.00
608	Fuji Xerox Docucentre IV 3065 Copier (Toner cart)	Piece	1	1	1					1	1	1					1	1	1	12	5,300.00	63,600.00
609	Olympia Compact 5DM (Ribbon)	Piece				1								1						3	268.00	804.00
610	Cost of Repair of Office Machines (Typewriter)		1	1	1					1	1	1					1	1	1	12	2000	24,000
611	Cost of Repair SV#667 Toyota Innova Thermalte 2022					1								1						4	12,500	150,000

A. TOTAL																					3,851,697.97
B. ADDITIONAL PROVISION FOR INFLATION (10% of total)																					385,169.80
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF APPLICABLE)																					N/A
D. GRAND TOTAL (A+B+C)																					4,236,867.77
E. APPROVED BUDGET BY THE AGENCY HEAD (in figures and letters)																					

Prepared by:

STEPHANIE ALBERCA

CHARISMA LORRAINE T. CHAN
BAC Secretariat

Certified by:

ILIE LIONEL B. GRAMATA
BAC Chairman

Approved by:

MIGUEL E. UMALI
President and CEO
Head of Procuring Entity