

## ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: <b>PROVINCE OF RIZAL</b>													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: <b>RIZAL ANTI-DRUG ABUSE OFFICE</b>					Regular <b>9,901.44</b>	Contingency <b>98.56</b>	Total <b>10,000.00</b>						
Item No.	Description	Unit	Qty.	Unit Cost	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Airfreshener		2	103.94	207.88		-	1	103.94		-	1	103.94
2	Alcohol, Rubbing		4	51.97	207.88		-	4	207.88		-		-
3	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		6	57.16	342.96		-	3	171.48		-	3	171.48
4	Calculator, 12-digits, 2-way power source		2	135.12	270.24		-	1	135.12		-	1	135.12
5	Correction Fluid		5	12.48	62.40		-	3	37.44		-	2	24.96
6	Envelope, Documentary, Brown, Legal, 500s		1	449.00	449.00		-	1	449		-		-
7	Eraser, Rubber		10	6.17	61.70		-	10	61.7		-		-
8	File Folder, Ordinary, Legal		1	254.64	254.64		-	1	254.64		-		-
9	Glue		2	47.81	95.62		-	2	95.62		-		-
10	Ink, Risograph, CR1630		1	1,559.00	1,559.00		-	1	1559		-		-
11	Paper, Bond, A4		3	168.38	505.14		-	2	336.76		-	1	168.38
12	Paper, Bond, Colored (yellow and green), Legal		2	415.74	831.48		-	2	831.48		-		-
13	Paper, Bond, Legal		3	171.49	514.47		-	2	342.98		-	1	171.49
14	Paper, Carbon Film, Legal		3	71.71	215.13		-	2	143.42		-	1	71.71
15	Paper, Copy, A4		6	194.36	1,166.16		-	4	777.44		-	2	388.72
16	Paper, Copy, Legal		6	168.38	1,010.28		-	4	673.52		-	2	336.76
17	Paper, Ruled Pad		4	20.79	83.16		-	2	41.58		-	2	41.58
18	Paste		2	18.70	37.40		-	2	37.4		-		-
19	Pen, Ballpen, black		1	363.78	363.78		-	1	363.78		-		-
20	Pen, Marking, Permanent, Black		10	28.07	280.70		-	5	140.35		-	5	140.35
21	Pencil, Ordinary		3	36.38	109.14		-	2	72.76		-	1	36.38
22	Ribbon Cartridge, EPSON LX-300+II		4	93.54	374.16		-	2	187.08		-	2	187.08
23	Ribbon, Manual Typewriter		2	16.63	33.26		-	1	16.63		-	1	16.63

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
24	Sign Pen, Black		2	44.69	89.38		-	1	44.69		-	1	44.69
25	Staple Wire, #35		2	37.42	74.84		-	1	37.42		-	1	37.42
26	Tape, Masking 1"		4	33.26	133.04		-	2	66.52		-	2	66.52
27	Tape, Transparent 1"		4	59.00	236.00		-	2	118		-	2	118.00
28	Toilet Tissue		4	83.15	332.60		-	2	166.3		-	2	166.30
	Contingencies				98.56		-		26.07				72.49
<b>TOTAL</b>					10,000.00		-		7,500.00		-		2,500.00

This is to certify that the above procurement program is in accordance with objectives of the LGU

Recommended by:

**PONCIANO CHITO F. ESTACIO**  
Provincial General Services Officer

Approved by:

**CASIMIRO A. YNARES III. M.D.**  
Governor