

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.						Planned Amount						Date Submitted:	
Department / Office: RIZAL TOURISM OFFICE						Regular 8,686.00		Contingency -		Total 8,686.00			
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	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		6	50.00	300.00	6	300.00		0		-		-
2	Clip, Plastic, Small, 33mm		3	5.00	15.00		-	3	15		-		-
3	Correction Fluid		6	12.00	72.00	3	36.00		0	3	36.00		-
4	Fastener		2	80.00	160.00	1	80.00	1	80		-		-
5	File Folder, Ordinary, Legal		30	15.00	450.00	30	450.00		0		-		-
6	Flash Drive, 2GB		2	200.00	400.00	2	400.00		0		-		-
7	Ink Cartridge, EPSON 73N, Black		10	600.00	6,000.00	5	3,000.00	3	1800	2	1,200.00		-
8	Paper, Ruled Pad		3	22.00	66.00	1	22.00	1	22		-	1	22.00
9	Pen, Ballpen, black		40	5.00	200.00	20	100.00		0	20	100.00		-
10	Pencil, Ordinary		2	35.00	70.00	1	35.00		0	1	35.00		-
11	Photo Album, Refilable		2	400.00	800.00	1	400.00		0	1	400.00		-
12	Staple Remover		5	5.00	25.00	2	10.00	2	10		-	1	5.00
13	Staple Wire, #35		3	31.00	93.00	1	31.00		0	1	31.00	1	31.00
14	Tape, Masking 1"		5	7.00	35.00	2	14.00	2	14	1	7.00		-
TOTAL					8,686.00	4,878.00		1,941.00		1,809.00		58.00	

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