

ANNUAL PROCUREMENT PLAN FOR 2016

For Common Use Supplies and Equipment

Department/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Regional Office

Contact Person: KADIL S. AYUNAN

Region: AUTONOMOUS REGION IN MUSLIM MINDANAO

Position: SUPPLY OFFICER II

Address: RESWAD Barangay Semba, Datu Odin Sinsuat, Maguindanao

Contact number: _____


Item & Specification	Unit of Measure	Quantity Requirements													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL	
A: COMMON ELECTRIC SUPPLIES															
III Audio & Visual presentation and Composing Equipment															
IV Photographic or Filming or video equipment															
1 Digital Video Camera Handy															
2 Digital Camera Heavy Duty							1								
3															
4															
5															
Sub-total							1								
VIII Electrical Equipment and Components and Supplies															
1 Desktop Computer w/ accessories							3								
2 Laptop Computer							1								
3 Printer							1								
Sub-total							5								
GRAND TOTAL															

***GRAND TOTAL _____

TOTAL WITH 10% ADDITIONAL PROVISION FOR INFLATION _____


APPROVED BUDGET _____

We hereby warrant that the total amount in this Annual Supplies/Equipment Procurement Program to procure the listed common use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by;

KADIL S. AYUNAN
Supply Officer II

Certified Funds Available:

BACPI P. PANGANDAMAN
Accountant Designate

Approved by:

RAHIMA DATIN MANONG-ALBA
Regional Secretary

Date Prepared: _____