

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: Office of the City Mayor					Regular	Contingency	Total	Date Submitted: January, 2016					
Item No.	DESCRIPTION	Unit	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N							
						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	OFFICE SUPPLIES			0	-		-		-		-		-
001	Ballpen, HD, Black		25.00	240	6,000.00	60	1,500.00	60	1,500.00	60	1,500.00	60	1,500.00
002	Ballpen, HD, Blue		25.00	240	6,000.00	60	1,500.00	60	1,500.00	60	1,500.00	60	1,500.00
004	Ballpen, HD, Red		25.00	96	2,400.00	24	600.00	24	600.00	24	600.00	24	600.00
005	Ballpen, Ordinary, Black		5.00	400	2,000.00	100	500.00	100	500.00	100	500.00	100	500.00
006	Ballpen, Ordinary, Blue		5.00	400	2,000.00	100	500.00	100	500.00	100	500.00	100	500.00
008	Ballpen, Ordinary, Red		5.00	80	400.00	20	100.00	20	100.00	20	100.00	20	100.00
009	Battery, Rechargeable, AA, 2's		585.00	40	23,400.00	10	5,850.00	10	5,850.00	10	5,850.00	10	5,850.00
010	Battery, Rechargeable, AAA, 2's		650.00	40	26,000.00	10	6,500.00	10	6,500.00	10	6,500.00	10	6,500.00
017	Copy Paper, Long, 70gsm		150.00	200	30,000.00	50	7,500.00	50	7,500.00	50	7,500.00	50	7,500.00
018	Copy Paper, Short, 70gsm		140.00	200	28,000.00	50	7,000.00	50	7,000.00	50	7,000.00	50	7,000.00
019	Copy Printer Ink Cpi10		1,085.00	40	43,400.00	10	10,850.00	10	10,850.00	10	10,850.00	10	10,850.00
022	Duct Tape, HD		550.00	8	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00
026	Folder, Ordinary, White, Long 14pts		4.00	200	800.00	50	200.00	50	200.00	50	200.00	50	200.00
027	Folder, Ordinary, White, Short 14pts		3.50	500	1,750.00	200	700.00	100	350.00	100	350.00	100	350.00
030	Keyboard, USB		450.00	2	900.00	1	450.00		-		-	1	450.00
032	Log Book, 300 pages		300.00	80	24,000.00	20	6,000.00	20	6,000.00	20	6,000.00	20	6,000.00
033	Log Book, 500 pages		350.00	40	14,000.00	10	3,500.00	10	3,500.00	10	3,500.00	10	3,500.00
034	Marker, Permanent, Black		45.00	140	6,300.00	50	2,250.00	20	900.00	50	2,250.00	20	900.00
035	Marker, Permanent, Blue		45.00	140	6,300.00	50	2,250.00	20	900.00	50	2,250.00	20	900.00
036	Marker, Permanent, Red		45.00	20	900.00	5	225.00	5	225.00	5	225.00	5	225.00
037	Marker, Whiteboard, Black		45.00	40	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00
038	Marker, Whiteboard, Blue		45.00	40	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00
	SUB-TOTAL		4,582.50		232,550.00		59,975.00		56,475.00		59,175.00		56,925.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
044	Mouse, Optical, USB		250.00	2	500.00	1	250.00		-	1	250.00		-
048	Photo Paper, Matte, 130gsm, 20's		185.00	40	7,400.00	10	1,850.00	10	1,850.00	10	1,850.00	10	1,850.00
055	Rubber Band , small		160.00	10	1,600.00	5	800.00		-	5	800.00		-
069	Sticker Paper		3.50	200	700.00	50	175.00	50	175.00	50	175.00	50	175.00
073	Trodat Ink, Black		150.00	4	600.00	1	150.00	1	150.00	1	150.00	1	150.00
074	Trodat Ink, Purple		150.00	4	600.00	1	150.00	1	150.00	1	150.00	1	150.00
	OTHER SUPPLIES			0	-		-		-		-		-
086	Air Freshner, spray, 320ml		230.00	100	23,000.00	25	5,750.00	25	5,750.00	25	5,750.00	25	5,750.00
087	Alcohol 500ml		67.00	200	13,400.00	50	3,350.00	50	3,350.00	50	3,350.00	50	3,350.00
101	Dishwashing Liquid		85.00	100	8,500.00	25	2,125.00	25	2,125.00	25	2,125.00	25	2,125.00
102	Domex All Purpose cleaner 1 ltr		95.00	40	3,800.00	10	950.00	10	950.00	10	950.00	10	950.00
113	Garbage Bag-Xlarge x 100pcs		41.00	80	3,280.00	20	820.00	20	820.00	20	820.00	20	820.00
125	Insect Spray, big		320.00	20	6,400.00	5	1,600.00	5	1,600.00	5	1,600.00	5	1,600.00
126	Liquid Hand Soap		199.00	20	3,980.00	5	995.00	5	995.00	5	995.00	5	995.00
127	Liquid Soap Dispenser		450.00	8	3,600.00	2	900.00	2	900.00	2	900.00	2	900.00
128	Masking Tape		25.00	120	3,000.00	30	750.00	30	750.00	30	750.00	30	750.00
140	Pledge 300ml		325.00	40	13,000.00	10	3,250.00	10	3,250.00	10	3,250.00	10	3,250.00
149	Powdered Soap 80g/pack		1,490.00	20	29,800.00	5	7,450.00	5	7,450.00	5	7,450.00	5	7,450.00
152	Rags, round		45.00	80	3,600.00	20	900.00	20	900.00	20	900.00	20	900.00
170	Tissue Paper-Small		20.00	20	400.00	5	100.00	5	100.00	5	100.00	5	100.00
172	Toilet Paper 12's		744.00	20	14,880.00	5	3,720.00	5	3,720.00	5	3,720.00	5	3,720.00
182	Zonrox, 1 gal		145.00	20	2,900.00	5	725.00	5	725.00	5	725.00	5	725.00
				0	-		-		-		-		-
	SUB-TOTAL		5,179.50		144,940.00		36,760.00		35,710.00		36,760.00		35,710.00

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	OFFICE SUPPLIES			0	-		-		-		-		-
DBM-003	Alcohol, Ethyl, 70%		55.00	80	4,400.00	20	1,100.00	20	1,100.00	20	1,100.00	20	1,100.00
DBM-007	Calculator-12 digit		185.00	4	740.00	1	185.00	1	185.00	1	185.00	1	185.00
DBM-009	CD-Rewritable		25.00	40	1,000.00	10	250.00	10	250.00	10	250.00	10	250.00
DBM-010	Clearbook, Long		65.00	20	1,300.00	5	325.00	5	325.00	5	325.00	5	325.00
DBM-011	Clearbook, Short		55.00	20	1,100.00	5	275.00	5	275.00	5	275.00	5	275.00
DBM-027	Correction Tape		55.00	100	5,500.00	25	1,375.00	25	1,375.00	25	1,375.00	25	1,375.00
DBM-033	Envelope, Brown, Long		1.50	400	600.00	100	150.00	100	150.00	100	150.00	100	150.00
DBM-034	Envelope, Brown, Short		1.20	400	480.00	100	120.00	100	120.00	100	120.00	100	120.00
DBM-035	Envelope, Expanding, Long		13.00	100	1,300.00	25	325.00	25	325.00	25	325.00	25	325.00
DBM-036	Envelope, Expanding, Short		11.00	40	440.00	10	110.00	10	110.00	10	110.00	10	110.00
DBM-037	Envelope,Mailing, White Long		185.00	80	14,800.00	20	3,700.00	20	3,700.00	20	3,700.00	20	3,700.00
DBM-038	Envelope,Mailing, White Short		200.00	40	8,000.00	10	2,000.00	10	2,000.00	10	2,000.00	10	2,000.00
DBM-039	Fastener, Plastic		25.00	20	500.00	10	250.00		-	10	250.00		-
DBM-041	Folder, Expanding, Long		15.00	280	4,200.00	70	1,050.00	70	1,050.00	70	1,050.00	70	1,050.00
DBM-042	Folder, Expanding, Short		14.00	80	1,120.00	20	280.00	20	280.00	20	280.00	20	280.00
DBM-043	Folder-L Type , Plastic , A4		200.00	60	12,000.00	30	6,000.00		-	30	6,000.00		-
DBM-044	Folder-L Type , Plastic , Legal		225.00	40	9,000.00	20	4,500.00		-	20	4,500.00		-
DBM-068	Ink Cartridge, HP 678, Black		425.00	60	25,500.00	30	12,750.00		-	30	12,750.00		-
DBM-069	Ink Cartridge, HP 678, Tri-color		425.00	60	25,500.00	30	12,750.00		-	30	12,750.00		-
DBM-070	Ink Cartridge, HP 685, Black		400.00	60	24,000.00	30	12,000.00		-	30	12,000.00		-
DBM-071	Ink Cartridge, HP 685, Cyan		300.00	60	18,000.00	30	9,000.00		-	30	9,000.00		-
DBM-072	Ink Cartridge, HP 685, Magenta		300.00	60	18,000.00	30	9,000.00		-	30	9,000.00		-
	SUB-TOTAL		3,180.70		177,480.00		77,495.00		11,245.00		77,495.00		11,245.00

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DBM-073	Ink Cartridge, HP 685, Yellow		300.00	60	18,000.00	30	9,000.00		-	30	9,000.00		-
DBM-084	Ink Cartridge, HP 932XL, Black		1,650.00	20	33,000.00	10	16,500.00		-	10	16,500.00		-
DBM-085	Ink Cartridge, HP 933XL, Cyan		850.00	40	34,000.00	20	17,000.00		-	20	17,000.00		-
DBM-086	Ink Cartridge, HP 933XL, Magenta		850.00	40	34,000.00	20	17,000.00		-	20	17,000.00		-
DBM-087	Ink Cartridge, HP 933XL, Yellow		850.00	40	34,000.00	20	17,000.00		-	20	17,000.00		-
DBM-090	Marker, Flourescent		40.00	40	1,600.00	20	800.00		-	20	800.00		-
DBM-092	Note Pad, Stick-on, 2"x2"		45.00	40	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00
DBM-093	Note Pad, Stick-on, 2"x3"		50.00	40	2,000.00	10	500.00	10	500.00	10	500.00	10	500.00
DBM-094	Note Pad, Stick-on, 3"x3		55.00	40	2,200.00	10	550.00	10	550.00	10	550.00	10	550.00
DBM-095	Note Pad, Stick-on, 3"x4		60.00	40	2,400.00	10	600.00	10	600.00	10	600.00	10	600.00
DBM-097	Paper Clip, Jumbo		18.00	40	720.00	10	180.00	10	180.00	10	180.00	10	180.00
DBM-098	Paper Clip, Small		12.00	80	960.00	20	240.00	20	240.00	20	240.00	20	240.00
DBM-106	Puncher		130.00	4	520.00	2	260.00		-	2	260.00		-
DBM-118	Rubber Band, Flat, Big		150.00	4	600.00	2	300.00		-	2	300.00		-
DBM-120	Scissors		25.00	4	100.00	2	50.00		-	2	50.00		-
DBM-122	Sign Pen, Black		50.00	100	5,000.00	50	2,500.00		-	50	2,500.00		-
DBM-123	Sign Pen, Blue		50.00	100	5,000.00	50	2,500.00		-	50	2,500.00		-
DBM-124	Sign Pen, Red		50.00	20	1,000.00	10	500.00		-	10	500.00		-
DBM-128	Staple Wire #10		20.00	20	400.00	5	100.00	5	100.00	5	100.00	5	100.00
DBM-129	Staple Wire, #35		35.00	40	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00
DBM-132	Stapler, Standard Type		150.00	6	900.00	3	450.00		-	3	450.00		-
DBM-134	Tape Dispenser, Tabletop		55.00	4	220.00	2	110.00		-	2	110.00		-
DBM-138	Tape, Masking, 24mm x 50m		60.00	20	1,200.00	5	300.00	5	300.00	5	300.00	5	300.00
	SUB-TOTAL		5,555.00		181,020.00		87,240.00		3,270.00		87,240.00		3,270.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
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DBM-139	Tape, Masking, 48mm x 50m		115.00	20	2,300.00	10	1,150.00		-	10	1,150.00		-
DBM-140	Tape, Packaging, 48mm x 50m		40.00	10	400.00	5	200.00		-	5	200.00		-
DBM-141	Tape, Transparent, 24mm x 50m		20.00	125	2,500.00	50	1,000.00	25	500.00	25	500.00	25	500.00
DBM-142	Tape, Transparent, 48mm x 50m		35.00	120	4,200.00	30	1,050.00	30	1,050.00	30	1,050.00	30	1,050.00
	PANTRY			0	-		-		-		-		-
	3 IN 1 NESCAFE (36'S)		194.76	500	97,380.00	250	48,690.00		-	250	48,690.00		-
	Monde Special Mamon (12's)		75.76	400	30,304.00	200	15,152.00		-	200	15,152.00		-
	Lava Cake		58.22	150	8,733.00	100	5,822.00		-	50	2,911.00		-
	Danish Butter Cake		65.00	150	9,750.00	100	6,500.00		-	50	3,250.00		-
	Thermal Cup 8oz (25's)		22.00	400	8,800.00	200	4,400.00		-	200	4,400.00		-
	Toilet Duck (Solid)		350.00	50	17,500.00	25	8,750.00		-	25	8,750.00		-
	Uric Acid (Easy Touch)		1,800.00	72	129,600.00	36	64,800.00		-	36	64,800.00		-
	Trigliceride (Accutrend)		4,030.00	72	290,160.00	36	145,080.00		-	36	145,080.00		-
	Cholesterol (Accutrend)		3,900.00	72	280,800.00	36	140,400.00		-	36	140,400.00		-
	Glucose (Rover)		2,280.00	72	164,160.00	36	82,080.00		-	36	82,080.00		-
	Urine Strips		420.00	96	40,320.00	48	20,160.00		-	48	20,160.00		-
	Lancet x 100		200.00	48	9,600.00	24	4,800.00		-	24	4,800.00		-
	Dental Anaesthesia Carpioles		650.00	144	93,600.00	72	46,800.00		-	72	46,800.00		-
	Dental Anaesthesia Topical		252.00	144	36,288.00	72	18,144.00		-	72	18,144.00		-
	Dental Needle (Short)		323.00	96	31,008.00	48	15,504.00		-	48	15,504.00		-
	Dental Needle (Long)		323.00	96	31,008.00	48	15,504.00		-	48	15,504.00		-
	Dental Bib x 100		480.00	48	23,040.00	24	11,520.00		-	24	11,520.00		-
	Cotton Applicator		18.30	48	878.40	24	439.20		-	24	439.20		-
	SUB-TOTAL		15,652.04		1,312,329.40		657,945.20		1,550.00		651,284.20		1,550.00

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	Cotton Balls x 150		27.90	96	2,678.40	48	1,339.20		-	48	1,339.20		-
	Amoxicillin Drops		1,742.40	30	52,272.00	15	26,136.00		-	15	26,136.00		-
	Paracetamol Drops		1,584.00	30	47,520.00	15	23,760.00		-	15	23,760.00		-
	Ascorbic Acid Drops		1,778.40	60	106,704.00	30	53,352.00		-	30	53,352.00		-
	Multivitamin Drops		1,684.80	60	101,088.00	30	50,544.00		-	30	50,544.00		-
	Cefalexin Drops		2,484.00	48	119,232.00	24	59,616.00		-	24	59,616.00		-
	Carbocistene Drops		4,032.00	40	161,280.00	20	80,640.00		-	20	80,640.00		-
	Phenylpropramine Drops		2,124.00	48	101,952.00	24	50,976.00		-	24	50,976.00		-
	Ferrous Sulfate Drops		2,124.00	24	50,976.00	12	25,488.00		-	12	25,488.00		-
	Ambroxol Drops		2,124.00	96	203,904.00	48	101,952.00		-	48	101,952.00		-
	Amoxicillin Syrup 250ml		2,246.40	96	215,654.40	48	107,827.20		-	48	107,827.20		-
	Amoxicillin Syrup 125ml		1,580.50	48	75,864.00	24	37,932.00		-	24	37,932.00		-
	Cotrimoxazole Syrup 200ml		1,872.00	48	89,856.00	24	44,928.00		-	24	44,928.00		-
	Cefalexin Syrup 250ml		2,880.00	72	207,360.00	36	103,680.00		-	36	103,680.00		-
	Cefalexin Syrup 125ml		2,458.55	48	118,010.40	24	59,005.20		-	24	59,005.20		-
	Mefenamic Acid 50ml		1,756.80	48	84,326.40	24	42,163.20		-	24	42,163.20		-
	Paracetamol Syrup 250ml		1,713.60	72	123,379.20	36	61,689.60		-	36	61,689.60		-
	Paracetamol Syrup 125ml		1,713.60	48	82,252.80	24	41,126.40		-	24	41,126.40		-
	Ascorbic Acid Syrup		1,843.90	144	265,521.60	72	132,760.80		-	72	132,760.80		-
	Multivitamins Syrup		1,684.80	144	242,611.20	72	121,305.60		-	72	121,305.60		-
	Ferrous Sulfate Syrup		2,450.00	24	58,800.00	12	29,400.00		-	12	29,400.00		-
	Ambroxol Syrup 30ml		4,893.60	144	704,678.40	72	352,339.20		-	72	352,339.20		-
	Ambroxol Syrup 15ml		1,756.20	144	252,892.80	72	126,446.40		-	72	126,446.40		-
	SUB-TOTAL		48,555.45		3,468,813.60		1,734,406.80		-		1,734,406.80		-

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						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	Carbocistene Syrup		2,458.55	96	236,020.80	48	118,010.40		-	48	118,010.40		-
	Phenylpropramine Syrup		2,282.95	96	219,163.20	48	109,581.60		-	48	109,581.60		-
	Diphenhydramine Syrup		2,592.00	48	124,416.00	24	62,208.00		-	24	62,208.00		-
	AlMag Hydrochloride Syrup		2,107.35	24	50,576.40	12	25,288.20		-	12	25,288.20		-
	Mebendazole Syrup		3,168.00	24	76,032.00	12	38,016.00		-	12	38,016.00		-
	Salbutamol Syrup		1,440.00	48	69,120.00	24	34,560.00		-	24	34,560.00		-
	Amoxicillin Capsules 500mg		129.80	1,440	186,912.00	720	93,456.00		-	720	93,456.00		-
	Amoxicillin Capsules 250mg		118.00	720	84,960.00	360	42,480.00		-	360	42,480.00		-
	Cloxacillin Capsule 500mg		227.00	240	54,480.00	120	27,240.00		-	120	27,240.00		-
	Cotrimoxazole 800mg		104.50	480	50,160.00	240	25,080.00		-	240	25,080.00		-
	Cotrimoxazole 400mg		98.00	240	23,520.00	120	11,760.00		-	120	11,760.00		-
	Cefalexin 500mg		193.00	720	138,960.00	360	69,480.00		-	360	69,480.00		-
	Cefalexin 250mg		150.00	480	72,000.00	240	36,000.00		-	240	36,000.00		-
	Mefenamic Acid 500mg		59.00	960	56,640.00	480	28,320.00		-	480	28,320.00		-
	Mefenamic Acid 250mg		50.00	480	24,000.00	240	12,000.00		-	240	12,000.00		-
	Paracetamol 500mg		25.00	960	24,000.00	480	12,000.00		-	480	12,000.00		-
	Multivitamins + Iron Capsule		176.86	1,920	339,571.20	960	169,785.60		-	960	169,785.60		-
	Vitamin B Complex Tablet		195.00	1,920	374,400.00	960	187,200.00		-	960	187,200.00		-
	Ferrous Sulfate Tablet		54.90	480	26,352.00	240	13,176.00		-	240	13,176.00		-
	Ambroxol Tablet		42.70	1,920	81,984.00	960	40,992.00		-	960	40,992.00		-
	Carbocistene Capsule		103.70	1,200	124,440.00	600	62,220.00		-	600	62,220.00		-
	Dicycloverine Tablet		70.00	40	2,800.00	20	1,400.00		-	20	1,400.00		-
	Symdex Capsule		170.75	720	122,940.00	360	61,470.00		-	360	61,470.00		-
	SUB-TOTAL		16,017.06		2,563,447.60		1,281,723.80		-		1,281,723.80		-

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: Office of the City Mayor					Regular	Contingency	Total	Date Submitted: January, 2016					
Item No.	DESCRIPTION	Unit	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N							
						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	Diphenhydramine Capsule		62.70	240	15,048.00	120	7,524.00		-	120	7,524.00		-
	Metformin Capsule		58.00	960	55,680.00	480	27,840.00		-	480	27,840.00		-
	Glibenclamide Tablet		75.00	60	4,500.00	30	2,250.00		-	30	2,250.00		-
	Metroprolol Tablet 50mg		92.00	960	88,320.00	480	44,160.00		-	480	44,160.00		-
	Loperamide Tablet		48.00	240	11,520.00	120	5,760.00		-	120	5,760.00		-
	Antacid Tablet		216.00	480	103,680.00	240	51,840.00		-	240	51,840.00		-
	ORS		400.00	100	40,000.00	50	20,000.00		-	50	20,000.00		-
	Allopurinol Tablet		450.00	100	45,000.00	50	22,500.00		-	50	22,500.00		-
	Salbutamol Tablet		24.30	300	7,290.00	150	3,645.00		-	150	3,645.00		-
	Ascorbic Acid Tablet		43.20	1,920	82,944.00	960	41,472.00		-	960	41,472.00		-
	Amlodipine 10mg Tablet		130.00	960	124,800.00	480	62,400.00		-	480	62,400.00		-
	Lozartan Tablet		125.00	960	120,000.00	480	60,000.00		-	480	60,000.00		-
	Gliclazide Tablet		300.00	720	216,000.00	360	108,000.00		-	360	108,000.00		-
	Celecoxib Capsule		150.00	720	108,000.00	360	54,000.00		-	360	54,000.00		-
	Bactidol Big		570.00	48	27,360.00	24	13,680.00		-	24	13,680.00		-
	Dental Gloves (small)		150.00	96	14,400.00	48	7,200.00		-	48	7,200.00		-
	Dental Gloves (large)		150.00	96	14,400.00	48	7,200.00		-	48	7,200.00		-
	ECG Paper		320.00	60	19,200.00	30	9,600.00		-	30	9,600.00		-
	Urine Cup		1.00	4,000	4,000.00	2,000	2,000.00		-	2,000	2,000.00		-
	Disposable Cup 12oz		25.00	2,000	50,000.00	1,000	25,000.00		-	1,000	25,000.00		-
	Lysol		400.00	48	19,200.00	24	9,600.00		-	24	9,600.00		-
	Green Paper Short		180.00	80	14,400.00	40	7,200.00		-	40	7,200.00		-
	Green Paper Long		180.00	40	7,200.00	20	3,600.00		-	20	3,600.00		-
	SUB-TOTAL		4,150.20		1,192,942.00		596,471.00		-		596,471.00		-

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Table with columns: Item No., DESCRIPTION, Unit, Unit Cost, Quantity, Total Cost, and DISTRIBUTION (FIRST QUARTER, SECOND QUARTER, THIRD QUARTER, FOURTH QUARTER). Includes rows for various supplies like paper and bags, with sub-totals and a grand total.

This is to certify that the above procurement plan is in accordance with the objective of this Office.

PREPARED BY:

ULYSSES HERMOGENES C. AGUILAR

Name of Department Head/Office

indnjc