

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

Program Control No.				AMOUNT							Page <u>1</u> of <u>17</u> Pages	
Department/Office: City Mayor's Office				Regular	Contingency		TOTAL			Date Submitted: _____		
				P2,706,351.48			P2,706,351.48					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
1	Aerosol Spray (Baygon)	325.00	56	18,200.00	15	4,875.00	14	4,550.00	14	4,550.00		
2	Air Freshener (Can)	175.00	125	21,875.00	62	10,850.00	12	2,100.00	39	6,825.00		
3	Air Freshener (Spray) 500ml	250.00	9	2,250.00	2	500.00	5	1,250.00	2	500.00		
4	Ajax Cleaner	38.00	4	152.00	1	38.00	1	38.00	1	38.00		
5	Alcohol Casino 70 percent 500ml.	85.00	110	9,350.00	24	2,040.00	43	3,655.00	28	2,380.00		
6	Alcohol (Johnson)	78.00	96	7,488.00	39	3,042.00	9	702.00	39	3,042.00		
7	Alcohol 70%	85.00	214	18,190.00	72	6,120.00	62	5,270.00	44	3,740.00		
8	Answer Sheets	1.00	9,060	9,060.00	9060	9,060.00		-		-		
9	Axon Dishwasher	75.00	32	2,400.00	8	600.00	8	600.00	8	600.00		
10	Back Pack	1,000.00	5	5,000.00	2	2,000.00	1	1,000.00	1	1,000.00		
11	Bag Case CD	250.00	3	750.00	1	250.00	1	250.00	1	250.00		
12	Ballpen Black & Blue Ordinary	7.00	2,102	14,714.00	859	6,013.00	456	3,192.00	401	2,807.00		
13	Ballpen Black & Blue (Pilot)	25.00	1,057	26,425.00	376	9,400.00	299	7,475.00	237	5,925.00		
14	Ballpen Retractable	55.00	18	990.00	6	330.00	6	330.00	6	330.00		
15	Bathroom Soap	38.00	12	456.00	6	228.00		-	6	228.00		
16	Battery "AA"	25.00	175	4,375.00	45	1,125.00	45	1,125.00	45	1,125.00		
17	Battery Big	28.50	1,728	49,248.00	864	24,624.00		-	864	24,624.00		
18	Battery Energizer	48.00	95	4,560.00	40	1,920.00	19	912.00	17	816.00		
19	Battery Energizer Rechargeable	320.00	7	2,240.00	3	960.00	1	320.00	2	640.00		
20	Black DVD	20.00	100	2,000.00	25	500.00	25	500.00	25	500.00		
Total				199,723.00		84,475.00		33,269.00		59,920.00		-

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT							Page <u>2</u> of <u>17</u> Pages	
Department/Office: City Mayor's Office				Regular	Contingency		TOTAL			Date Submitted: _____		
				P2,706,351.48			P2,706,351.48					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			199,723.00		84,475.00		33,269.00		59,920.00		

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21	Blank DVD w/case	38.00	12	456.00	6	228.00	6	228.00		-	
22	Blank CD with casing	38.00	50	1,900.00	20	760.00	10	380.00	10	380.00	
23	Blank CDRW w/case	55.00	77	4,235.00	26	1,430.00	21	1,155.00	15	825.00	
24	Blank CD-Rewritable 700MB	65.00	326	21,190.00	116	7,540.00	70	4,550.00	70	4,550.00	
25	Blade/Cutter	120.00	4	480.00	2	240.00	2	240.00		-	
26	Book Bind Cloth	3,200.00	5	16,000.00	2	6,400.00	1	3,200.00	1	3,200.00	
27	Bond Paper Long	185.00	277	51,245.00	108	19,980.00	54	9,990.00	68	12,580.00	
28	Bond Paper Short	175.00	327	57,225.00	102	17,850.00	80	14,000.00	75	13,125.00	
29	Book Paper (Blue/Pink Long)	250.00	8	2,000.00	2	500.00	2	500.00	2	500.00	
30	Book Paper 11 x 17	510.00	16	8,160.00	4	2,040.00	4	2,040.00	4	2,040.00	
31	Book Paper A4	240.00	50	12,000.00	15	3,600.00	15	3,600.00	10	2,400.00	
32	Book Paper (Long)	235.00	256	60,160.00	89	20,915.00	61	14,335.00	67	15,745.00	
33	Book Paper (Short)	215.00	238	51,170.00	81	17,415.00	60	12,900.00	62	13,330.00	
34	Book Paper Subs. #20 - Long	310.00	18	5,580.00	5	1,550.00	5	1,550.00	4	1,240.00	
35	Book Paper Subs. #20 - Short	190.00	18	3,420.00	5	950.00	5	950.00	4	760.00	
36	Bundy Card (AMANO)	3.00	3000	9,000.00	2000	6,000.00		-	1000	3,000.00	
37	Bundy Clock Ribbon	1,250.00	12	15,000.00	3	3,750.00	3	3,750.00	3	3,750.00	
38	Business Permit application forms	550.00	4	2,200.00		-		-	4	2,200.00	
39	Calculator (Casio Brand HD)	590.00	5	2,950.00	3	1,770.00	1	590.00	1	590.00	
	<b>Total</b>			<b>524,094.00</b>		<b>197,393.00</b>		<b>107,227.00</b>		<b>140,135.00</b>	

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Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>3</u> of <u>17</u> Pages
Department/Office: City Mayor's Office	Regular	Contingency	TOTAL	Date Submitted: _____
	P2,706,351.48		P2,706,351.48	

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			524,094.00		197,393.00		107,227.00		140,135.00		
40	Calculator (Scientific)	680.00	8	5,440.00	2	1,360.00	2	1,360.00	2	1,360.00		
41	Calculator Battery	16.50	24	396.00	6	99.00	6	99.00	6	99.00		
42	Cartolina (Assorted)	7.00	1,082	7,574.00	344	2,408.00	225	1,575.00	318	2,226.00		
43	Cartolina (Neon/assorted)	10.00	20	200.00	10	100.00		-	10	100.00		
44	Cambric Paper	7.50	40	300.00	20	150.00		-	20	150.00		
45	Computer Ink HP Laser Jet Toner 12A	4,750.00	42	199,500.00	13	61,750.00	10	47,500.00	9	42,750.00		
46	Computer Ink HP Toner 35A	4,600.00	22	101,200.00	8	36,800.00	5	23,000.00	5	23,000.00		
47	Computer Ink (40) Black	1,350.00	47	63,450.00	10	13,500.00	14	18,900.00	10	13,500.00		

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48	Computer Ink (41) Colored	1,590.00	65	103,350.00	14	22,260.00	18	28,620.00	15	23,850.00		
49	Computer Ink Canon CL 41 (Color)	1,980.00	18	35,640.00	5	9,900.00	5	9,900.00	4	7,920.00		
50	Computer Ink Canon PG40 (Black)	1,740.00	30	52,200.00	8	13,920.00	8	13,920.00	7	12,180.00		
51	Computer Ink Canon Pixima Ink 830	1,290.00	4	5,160.00	1	1,290.00	1	1,290.00	1	1,290.00		
52	Computer Ink Canon Pixima Ink 831	1,590.00	4	6,360.00	1	1,590.00	1	1,590.00	1	1,590.00		
53	Computer Ink Canon Cartridge CL-41 Color	1,300.00	4	5,200.00	1	1,300.00	1	1,300.00	1	1,300.00		
54	Computer Ink Canon Cartridge PG-40 Black	1,200.00	4	4,800.00	1	1,200.00	1	1,200.00	1	1,200.00		
55	Computer Ink Canon Ink PG 810	1,350.00	30	40,500.00	10	13,500.00	10	13,500.00	5	6,750.00		
56	computer Ink Canon Ink PG 811	1,650.00	30	49,500.00	10	16,500.00	10	16,500.00	5	8,250.00		
57	Computer Ink HP 21 Ink	1,250.00	93	116,250.00	35	43,750.00	16	20,000.00	25	31,250.00		
58	Computer Ink HP 22 Ink	1,150.00	47	54,050.00	20	23,000.00	6	6,900.00	13	14,950.00		
	Total			1,375,164.00		461,770.00		314,381.00		333,850.00		

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Approved by : MICHELLE N. RABAT  
CITY MAYOR

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Program Control No.	AMOUNT			Page <u>4</u> of <u>17</u> Pages
Department/Office: City Mayor's Office	Regular P2,706,351.48	Contingency	TOTAL P2,706,351.48	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			1,375,164.00		461,770.00		314,381.00		333,850.00		-
59	Computer Ink (Black)	650.00	24	15,600.00	6	3,900.00	6	3,900.00	6	3,900.00		
60	Computer Ink (Colored)	950.00	12	11,400.00	3	2,850.00	3	2,850.00	3	2,850.00		
61	Computer Ink Cartridge #40	970.00	2	1,940.00		-	2	1,940.00		-		
62	Computer Ink Canon BC-03 black Refill	500.00	4	2,000.00	1	500.00	1	500.00	1	500.00		
63	Computer Ink Canon BC-05 color Refill	650.00	4	2,600.00	1	650.00	1	650.00	1	650.00		
64	Cannon Laid Paper Long	980.00	16	15,680.00	4	3,920.00	6	5,880.00	4	3,920.00		
65	Cannon Laid Paper Short	780.00	14	10,920.00	4	3,120.00	4	3,120.00	4	3,120.00		
66	Carbon Paper Plastofoil	790.00	46	36,340.00	18	14,220.00	7	5,530.00	13	10,270.00		
67	Carbon Paper (8-1½"x13")	155.00	20	3,100.00	10	1,550.00		-	10	1,550.00		
68	Carbon Paper 11 x 17	800.00	8	6,400.00	2	1,600.00	2	1,600.00	2	1,600.00		
69	Carbon Paper long OT	180.00	12	2,160.00	3	540.00	3	540.00	3	540.00		
70	Carbon Paper short OT	140.00	14	1,960.00	4	560.00	4	560.00	3	420.00		
71	Cellophane Cover	27.00	2.5	67.50	1.5	40.50		-	1	27.00		
72	Checklist of requirements	550.00	2	1,100.00	1	550.00		-	1	550.00		
73	Chlorine kgs	195.00	50	9,750.00	20	3,900.00	10	1,950.00	10	1,950.00		
74	Cloth	300.00	25	7,500.00	25	7,500.00		-		-		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

75	Coffee mate (2gms) 48s	85.00	40	3,400.00	24	2,040.00	4	340.00	6	510.00		
76	Coffee, Maxwell	70.00	12	840.00	3	210.00	3	210.00	3	210.00		
77	Coffee, Nescafe (2gms.) 84s	145.00	40	5,800.00	24	3,480.00	4	580.00	6	870.00		
Total				1,513,721.50		512,900.50		344,531.00		367,287.00		

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Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>5</u> of <u>17</u> Pages
Department/Office: City Mayor's Office	Regular P2,706,351.48	Contingency	TOTAL P2,706,351.48	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			1,513,721.50		512,900.50		344,531.00		367,287.00		
78	Columnar Pad (26 columns)	150.00	2	300.00	2	300.00		-		-		
79	Columnar Pad (4 columns)	40.00	2	80.00	2	80.00		-		-		
80	Computer Keyboard	420.00	1	420.00	1	420.00		-		-		
81	Computer Mouse	380.00	4	1,520.00	3	1,140.00		-	1	380.00		
82	Computer Mouse Pad	28.00	6	168.00	4	112.00		-	2	56.00		
83	Computer Ribbon (Fullmark)	75.00	63	4,725.00	20	1,500.00	14	1,050.00	18	1,350.00		
84	Computer Ribbon (Refill) LX 300	40.00	30	1,200.00	11	440.00	12	480.00	5	200.00		
85	Computer Ribbon (Refill) FX2170	105.00	24	2,520.00	8	840.00	8	840.00	6	630.00		
86	Computer Ribbon with cartridge	145.00	20	2,900.00	9	1,305.00	4	580.00	3	435.00		
87	Continuous Paper	875.00	3	2,625.00	2	1,750.00		-	1	875.00		
88	Continuous Form 11x14½ subs. 20 (2 ply)	1,700.00	2	3,400.00		-	1	1,700.00		-		
89	Continuous Form 11x9½ subs. 20 (2 ply)	1,400.00	5	7,000.00	2	2,800.00	1	1,400.00	1	1,400.00		
90	Copy Laser Paper , A4, 70 GSM	250.00	6	1,500.00	1	250.00	2	500.00	1	250.00		
91	Copy Laser Paper , Letter, 70GSM	230.00	15	3,450.00	7	1,610.00	3	690.00	3	690.00		
92	Copy Laser Paper, Long, 70 GSM	270.00	5	1,350.00	1	270.00	1	270.00	1	270.00		
93	Cork Board	1,500.00	6	9,000.00	2	3,000.00	2	3,000.00	2	3,000.00		
94	Correction Fluid (Touch & Go)	42.00	252	10,584.00	91	3,822.00	65	2,730.00	65	2,730.00		
95	Correction Pen	135.00	12	1,620.00	4	540.00	2	270.00	4	540.00		
96	Cup & Saucer (1/2 Dozn.)	280.00	2	560.00	2	560.00		-		-		
Total				1,568,643.50		533,639.50		358,041.00		380,093.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

Program Control No.				AMOUNT							Page <u>6</u> of <u>17</u> Pages	
Department/Office: City Mayor's Office				Regular	Contingency		TOTAL			Date Submitted: _____		
				P2,706,351.48			P2,706,351.48					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			P1,568,643.50		533,639.50		358,041.00		380,093.00		
97	Cup & Saucer (Honey Glace)	180.00	12	2,160.00		-	12	2,160.00		-		
98	Cutter Blade (tube)	60.00	12	720.00	3	180.00	3	180.00	3	180.00		
99	Cutter Heavy Duty	350.00	2	700.00		-		-		-		
100	DVD, Organizer/ Rack	250.00	1	250.00	1	250.00		-		-		
101	DVD, Plastic case	8.00	20	160.00	20	160.00		-		-		
102	DVD, Recordable	50.00	15	750.00	15	750.00		-		-		
103	Deed of undertaking form	550.00	1	550.00		-		-	1	550.00		
104	Detergent Bar	28.00	16	448.00	4	112.00	4	112.00	4	112.00		
105	Detergent Cream (Axion)	65.00	8	520.00	2	130.00	2	130.00	2	130.00		
106	Detergent Powder (1kl.)	145.00	36	5,220.00	12	1,740.00	9	1,305.00	8	1,160.00		
107	Detergent Powder (Sachet)	35.00	104	3,640.00	26	910.00	26	910.00	26	910.00		
108	Dining Plates	40.00	12	480.00	12	480.00		-		-		
109	Dish Cabinet	850.00	1	850.00	1	850.00		-		-		
110	Dish Rack	600.00	1	600.00	1	600.00		-		-		
111	Dishwashing Liquid	75.00	88	6,600.00	33	2,475.00	14	1,050.00	25	1,875.00		
112	Disposable Cups (Styro)	32.00	40	1,280.00	25	800.00	5	160.00	5	160.00		
113	Disposable Spoon	15.00	25	375.00	25	375.00		-		-		
114	District Achievement Test Papers	1.00	35000	35,000.00	35000	35,000.00		-		-		
115	Door Knob	850.00	1	850.00	1	850.00		-		-		
	<b>Total</b>			<b>1,629,796.50</b>		<b>579,301.50</b>		<b>364,048.00</b>		<b>385,170.00</b>		

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Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT							Page <u>7</u> of <u>17</u> Pages	
Department/Office: City Mayor's Office				Regular	Contingency		TOTAL			Date Submitted: _____		
				P2,706,351.48			P2,706,351.48					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			P1,629,796.50		579,301.50		364,048.00		385,170.00		

**PROCUREMENT PROGRAM  
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Name of City Government Unit : City of Mati

116	Door Rag	55.00	8	440.00	2	110.00	2	110.00	2	110.00		
117	Double Adhesive	18.00	4	72.00	2	36.00		-	2	36.00		
118	Double Adhesive (roll)	55.00	10	550.00		-	10	550.00		-		
119	Drinking Glass	30.00	24	720.00	12	360.00	12	360.00		-		
120	Dumex	105.00	32	3,360.00	13	1,365.00	5	525.00	9	945.00		
121	Duplo Forms (Canvass, PO, Acceptance, Abstract, PR)	340.00	19	6,460.00	7	2,380.00	6	2,040.00	6	2,040.00		
122	Eight O'clock Juice (1kg.)	125.00	12	1,500.00	6	750.00	2	250.00	2	250.00		
123	Electric Stove (3D)	1,957.50	1	1,957.50	1	1,957.50		-		-		
124	Envelop (Mailing)	1.00	1,774	1,774.00	482	482.00	430	430.00	433	433.00		
125	Envelop White Window (Long)box	580.00	1	580.00	1	580.00		-		-		
126	Envelop Expanded	15.00	24	360.00	10	150.00	5	75.00	5	75.00		
127	Envelop Brown (Long)	5.00	640	3,200.00	217	1,085.00	200	1,000.00	120	600.00		
128	Envelop Brown (Short)	4.00	392	1,568.00	118	472.00	115	460.00	82	328.00		
129	Envelop Ordinary (Long)	295.00	1	295.00		-		-	1	295.00		
130	Epson 73 N	1,300.00	25	32,500.00	10	13,000.00	5	6,500.00	5	6,500.00		
131	Epson 73 N - Black	695.00	22	15,290.00	7	4,865.00	5	3,475.00	5	3,475.00		
132	Epson 73 N - Cyan	695.00	22	15,290.00	7	4,865.00	5	3,475.00	5	3,475.00		
133	Epson 73 N - Magenta	695.00	22	15,290.00	7	4,865.00	5	3,475.00	5	3,475.00		
134	Epson 73 N - Yellow	1,200.00	22	26,400.00	7	8,400.00	5	6,000.00	5	6,000.00		
	<b>Total</b>			<b>1,757,403.00</b>		<b>625,024.00</b>		<b>392,773.00</b>		<b>413,207.00</b>		

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Approved by : MICHELLE N. RABAT  
CITY MAYOR

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Program Control No.	<b>AMOUNT</b>			Page <u>8</u> of <u>17</u> Pages
Department/Office: City Mayor's Office	Regular	Contingency	TOTAL	Date Submitted: _____
	P2,706,351.48		P2,706,351.48	

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			1,757,403.00		625,024.00		392,773.00		413,207.00		
135	Epson FX 2190 Ribbon w/ Cartridge	450.00	3	1,350.00	1	450.00	1	450.00	1	450.00		
136	Epson Printer Cartridge (LO 300+)	150.00	4	600.00	1	150.00	1	150.00	1	150.00		
137	Epson Printer Cartridge (LO 300+) Refill	50.00	200	10,000.00	50	2,500.00	50	2,500.00	50	2,500.00		
138	Epson T0461	750.00	1	750.00	1	750.00		-		-		
139	Epson T0472	750.00	1	750.00	1	750.00		-		-		
140	Epson T0473	750.00	1	750.00	1	750.00		-		-		
141	Epson T0474	750.00	1	750.00	1	750.00		-		-		
142	Epson TO-461 Black	895.00	22	19,690.00	7	6,265.00	5	4,475.00	5	4,475.00		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

143	Eraser (Staedler)	18.00	7	126.00	3	54.00	1	18.00	1	18.00		
144	Eraser (Rubber)	35.00	8	280.00	2	70.00	2	70.00	2	70.00		
145	Exhaust Fan	1,660.00	1	1,660.00	1	1,660.00		-		-		
146	Folder Expanded Green	15.00	160	2,400.00	55	825.00	50	750.00	30	450.00		
147	Folder Expanded Green w/ Tab	16.00	160	2,560.00	55	880.00	50	800.00	30	480.00		
148	Folder Filler	550.00	4	2,200.00	1	550.00	1	550.00	1	550.00		
149	Folder Green (Long/Short)	12.00	1,662	19,944.00	505	6,060.00	405	4,860.00	407	4,884.00		
150	Folder Green w/ Tab	15.00	164	2,460.00	66	990.00	30	450.00	48	720.00		
151	Folder Brown Long	6.00	1,540	9,240.00	663	3,978.00	313	1,878.00	343	2,058.00		
152	Folder Brown Short	5.00	276	1,380.00	102	510.00	72	360.00	72	360.00		
153	Folder, Plastic, Compartmentalized	250.00	5	1,250.00		-	5	1,250.00		-		
	<b>Total</b>			1,835,543.00		652,966.00		411,334.00		430,372.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>9</u> of <u>17</u> Pages
Department/Office: City Mayor's Office	Regular P2,706,351.48	Contingency	TOTAL P2,706,351.48	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			1,835,543.00		652,966.00		411,334.00		430,372.00		
154	Folder (Transparent) Long	15.00	36	540.00	36	540.00		-		-		
155	Folder (Slide) Long	15.00	203	3,045.00	70	1,050.00	60	900.00	40	600.00		
156	Folder (Slide) Short	12.00	48	576.00		-	24	288.00	24	288.00		
157	Folder White Long	7.50	48	360.00	24	180.00		-	24	180.00		
158	Folder Arch file	350.00	24	8,400.00	18	6,300.00		-	6	2,100.00		
159	Folder EDP 11x14½	210.00	8	1,680.00	4	840.00		-	4	840.00		
160	Folder EDP 11x9½	150.00	8	1,200.00	4	600.00		-	4	600.00		
161	Fax Paper	85.00	52	4,420.00	16	1,360.00	15	1,275.00	16	1,360.00		
162	Feather Duster	45.00	6	270.00	3	135.00	1	45.00	1	45.00		
163	Filing Box	175.00	32	5,600.00	12	2,100.00	10	1,750.00	5	875.00		
164	Flashlight (Everyday w/ battery)	235.00	72	16,920.00	40	9,400.00		-	32	7,520.00		
165	Floor Mop	300.00	10	3,000.00	2	600.00	3	900.00	3	900.00		
166	Floor Wax (Pail)	480.00	31	14,880.00	12	5,760.00	8	3,840.00	8	3,840.00		
167	floor Wax (Plexon)	520.00	6	3,120.00	3	1,560.00		-	3	1,560.00		
168	Floorwax 2kls.	535.00	10	5,350.00	3	1,605.00	3	1,605.00	3	1,605.00		
169	Flourescent 40 watts	180.00	8	1,440.00	3	540.00	1	180.00	3	540.00		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

170	Foil Paper	40.00	12	480.00	6	240.00	6	240.00		-		
171	Fork (Tinidor)	12.00	36	432.00	12	144.00	24	288.00		-		
172	Frying Pan Small	255.00	1	255.00	1	255.00				-		
Total				1,907,511.00		686,175.00		422,645.00		453,225.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	AMOUNT			Page <u>10</u> of <u>17</u> Pages
Department/Office: City Mayor's Office	Regular P2,706,351.48	Contingency	TOTAL P2,706,351.48	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			1,907,511.00		686,175.00		422,645.00		453,225.00		
173	Frying Pan (Kalaha) Big	1,000.00	1	1,000.00		-		-		-		
174	Funge Curtain (Printed)	58.00	20	1,160.00		-		-	20	1,160.00		
175	Glass (drinking)	15.50	12	186.00	12	186.00		-		-		
176	Glass Cleaner	195.00	51	9,945.00	16	3,120.00	15	2,925.00	10	1,950.00		
177	Glue (Elmer's-Medium)	75.00	4	300.00	1	75.00	1	75.00	1	75.00		
178	Glue (Elmer's-Small)	60.00	47	2,820.00	17	1,020.00	12	720.00	10	600.00		
179	Index Card	3.00	180	540.00	50	150.00	50	150.00	50	150.00		
180	Index Payment Card	9.50	200	1,900.00	50	475.00	50	475.00	50	475.00		
181	Index Tab	20.00	10	200.00	6	120.00	2	40.00	2	40.00		
182	Ink Film (10mtrs. Long)	80.00	8	640.00	2	160.00	2	160.00	2	160.00		
183	Internet Cable	12.00	10	120.00	10	120.00		-		-		
184	Internet Router	1,900.00	1	1,900.00	1	1,900.00		-		-		
185	IVICO Plastic Cover	12.00	30	360.00	10	120.00	10	120.00	5	60.00		
186	Journal 8 Columns	20.00	6	120.00	3	60.00		-	3	60.00		
187	Keyboard	485.00	1	485.00	1	485.00		-		-		
188	Keyboard	800.00	4	3,200.00	1	800.00	1	800.00	1	800.00		
189	Kettle (Takuri) Big	600.00	1	600.00		-	1	600.00		-		
190	Lipton Tea (100's)	190.00	4	760.00	1	190.00	1	190.00	1	190.00		
191	LYSOL spray	350.00	2	700.00	1	350.00		-	1	350.00		
Total				1,934,447.00		695,506.00		428,900.00		459,295.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

Program Control No.				AMOUNT						Page <u>11</u> of <u>17</u> Pages		
Department/Office: City Mayor's Office				Regular	Contingency		TOTAL			Date Submitted: _____		
				P2,706,351.48			P2,706,351.48					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			1,934,447.00		695,506.00		428,900.00		459,295.00		
192	Magazine Filer (Tri)	398.00	3	1,194.00	2	796.00	1	398.00		-		
193	Magazine Filer (Dbl)	295.00	2	590.00	2	590.00		-		-		
194	Magazine Filer (Sgl)	150.00	6	900.00	6	900.00		-		-		
195	Manila Paper	4.00	300	1,200.00	100	400.00	150	600.00	50	200.00		
196	Marker Flourescent	45.00	32	1,440.00	20	900.00	4	180.00	6	270.00		
197	Marking Pen WB (Black/Blue)	58.00	20	1,160.00	10	580.00		-	10	580.00		
198	Masking Tape 2"	45.00	71	3,195.00	19	855.00	19	855.00	19	855.00		
199	Masking Tape 1"	35.00	29	1,015.00	8	280.00	8	280.00	7	245.00		
200	Masking Tape 1/2"	30.00	16	480.00	3	90.00	5	150.00	8	240.00		
201	Memo Pad w/ Heading	250.00	30	7,500.00	10	2,500.00	10	2,500.00	5	1,250.00		
202	Mimeographing Paper Long	160.00	33	5,280.00	17	2,720.00	12	1,920.00	2	320.00		
203	Mop (Set)	485.00	6	2,910.00	3	1,455.00		-	3	1,455.00		
204	Morocco Paper	10.00	25	250.00	10	100.00	10	100.00	5	50.00		
205	Mouse (Optical)	385.00	3	1,155.00	2	770.00		-	1	385.00		
206	Mouse Pad	150.00	2	300.00	2	300.00		-		-		
207	Muriatic Acid (Gallon)	150.00	6	900.00	3	450.00	1	150.00	1	150.00		
208	Muriatic Acid (1/2 Gal.)	90.00	34	3,060.00	11	990.00	7	630.00	11	990.00		
209	Muriatic Acid (Bottle)	14.00	46	644.00	12	168.00	12	168.00	12	168.00		
210	Newsprint (Long) rm.	115.00	16	1,840.00	5	575.00	5	575.00	3	345.00		
	<b>Total</b>			<b>1,969,460.00</b>		<b>710,925.00</b>		<b>437,406.00</b>		<b>466,798.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT						Page <u>12</u> of <u>17</u> Pages		
Department/Office: City Mayor's Office				Regular	Contingency		TOTAL			Date Submitted: _____		
				P2,706,351.48			P2,706,351.48					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			1,969,460.00		710,925.00		437,406.00		466,798.00		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

211	Newsprint (Short) rm.	95.00	16	1,520.00	5	475.00	5	475.00	3	285.00		
212	Occupational Permit application forms	550.00	2	1,100.00	1	550.00		-	1	550.00		
213	Office Table 3	4,800.00	3	14,400.00		-	3	14,400.00		-		
214	Onion Skin Long	150.00	4	600.00	1	150.00	1	150.00	1	150.00		
215	Packing Tape, 2"	45.00	24	1,080.00	15	675.00	6	270.00	1	45.00		
216	Packing Tape roll	20.00	15	300.00	5	100.00	10	200.00		-		
217	Pail (Small)	150.00	12	1,800.00	3	450.00	4	600.00	2	300.00		
218	Pail (Big)	500.00	4	2,000.00	1	500.00	1	500.00	1	500.00		
219	Palay Broom	70.00	4	280.00	3	210.00		-	1	70.00		
220	Paper Clip (big)	35.00	129	4,515.00	51	1,785.00	31	1,085.00	31	1,085.00		
221	Paper Clip (Small)	15.00	98	1,470.00	39	585.00	24	360.00	24	360.00		
222	Paper Cutter	1,000.00	219	219,000.00	82	82,000.00	45	45,000.00	54	54,000.00		
223	Paper Fastener (Plastic)	45.00	182	8,190.00	65	2,925.00	40	1,800.00	46	2,070.00		
224	Paper Puncher Heavy Duty	450.00	18	8,100.00	6	2,700.00	4	1,800.00	4	1,800.00		
225	Parker Ballpen Refill	150.00	4	600.00	1	150.00	1	150.00	1	150.00		
226	Paste	40.00	34	1,360.00	10	400.00	8	320.00	10	400.00		
227	Pencil (Mongol)	6.00	594	3,564.00	215	1,290.00	126	756.00	138	828.00		
228	Pentel Pen (Broad, Black/Blue/Red)	60.00	91	5,460.00	27	1,620.00	25	1,500.00	22	1,320.00		
229	Pentel Pen (Fine, Black/Blue)	45.00	236	10,620.00	80	3,600.00	51	2,295.00	59	2,655.00		
	<b>Total</b>			<b>2,255,419.00</b>		<b>811,090.00</b>		<b>509,067.00</b>		<b>533,366.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Program Control No.				AMOUNT						Page <u>13</u> of <u>17</u> Pages			
Department/Office: City Mayor's Office				Regular		Contingency		TOTAL				Date Submitted: _____	
				P2,706,351.48				P2,706,351.48					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION									
				Total		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	
	Sub-total brought forwarded			2,255,419.00		811,090.00		509,067.00		533,366.00			
230	Pentel Pen Ink Black Pilot	125.00	21	2,625.00	10	1,250.00	5	625.00	4	500.00			
231	Philippine Flag	195.00	1	195.00	1	195.00		-		-			
232	Photo Paper	40.00	752	30,080.00	186	7,440.00	316	12,640.00	119	4,760.00			
233	Photo Paper	350.00	160	56,000.00	40	14,000.00	40	14,000.00	40	14,000.00			
234	Photo Paper	150.00	120	18,000.00	50	7,500.00	50	7,500.00	20	3,000.00			
235	Photocopy	2.50	50	125.00	12	30.00	20	50.00	18	45.00			
236	Plate	46.25	12	555.00	12	555.00		-		-			
237	Plates	15.00	24	360.00	24	360.00		-		-			

### PROCUREMENT PROGRAM For the Year 2011

Name of City Government Unit : City of Mati

238	Pledge (Bot)	350.00	5	1,750.00	2	700.00	3	1,050.00		-	
239	Pledge Furniture Polish	335.00	15	5,025.00	5	1,675.00	5	1,675.00	5	1,675.00	
240	Popsicle Sticks, 300s	25.00	20	500.00	5	125.00	5	125.00	5	125.00	
241	Push Pins (20's)	20.00	24	480.00	6	120.00	6	120.00	6	120.00	
242	Push Pins (50's)	45.00	42	1,890.00	16	720.00	16	720.00	5	225.00	
243	Push Pins (100's)	58.00	15	870.00	5	290.00	5	290.00	5	290.00	
244	Pot (Kaldero) Big	1,000.00	1	1,000.00		-	1	1,000.00		-	
245	Purified Drinking Water (Aqua Crystal)	65.00	100	6,500.00	25	1,625.00	25	1,625.00	25	1,625.00	
246	PVC Cover A4	10.00	22	220.00	10	100.00	10	100.00	2	20.00	
247	PVC Cover Long	10.00	24	240.00	12	120.00		-		-	
248	PVC Cover Short	8.00	24	192.00	12	96.00		-		-	
<b>Total</b>				<b>2,382,026.00</b>		<b>847,991.00</b>		<b>550,587.00</b>		<b>559,751.00</b>	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>14</u> of <u>17</u> Pages
Department/Office: City Mayor's Office	Regular P2,706,351.48	Contingency	TOTAL P2,706,351.48	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION									
				Total		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	
	Sub-total brought forwarded			2,382,026.00		847,991.00		550,587.00		559,751.00			
249	Rugs (Doth)	75.00	2	150.00	2	150.00		-		-			
250	Rugs (Rubber)	200.00	8	1,600.00	4	800.00	1	200.00	2	400.00			
251	Rainbow pad	45.00	12	540.00	3	135.00	3	135.00	3	135.00			
252	Rechargeable Flashlight	1,200.00	6	7,200.00	6	7,200.00		-		-			
253	Record Book 50's	50.00	8	400.00	2	100.00	2	100.00	2	100.00			
254	Record Book 200's	75.00	38	2,850.00	15	1,125.00	10	750.00	8	600.00			
255	Record Book 300's	80.00	25	2,000.00	10	800.00	5	400.00	5	400.00			
256	Record book 500's	95.00	208	19,760.00	91	8,645.00	23	2,185.00	78	7,410.00			
257	Record Book (99x250)	285.00	4	1,140.00	2	570.00		-		-			
258	RER form	30.00	2	60.00	1	30.00	1	30.00		-			
259	Rice Cooker (10 cups)	455.00	1	455.00	1	455.00		-		-			
260	Rubber Band Spaghetti size	155.00	4	620.00	1	155.00	1	155.00	1	155.00			
261	Rubber Band big (Flat)	30.00	4	120.00	2	60.00		-	2	60.00			
262	Ruler Plastic (12")	25.00	30	750.00	8	200.00	8	200.00	7	175.00			
263	Ruler Metal	60.00	2	120.00	2	120.00		-		-			
264	Scissors (Heavy duty) pc.	110.00	25	2,750.00	11	1,210.00	11	1,210.00	2	220.00			

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

265	Scotch Tape 1"	48.00	40	1,920.00	14	672.00	11	528.00	9	432.00		
266	Scotch Tape 2"	55.00	53	2,915.00	18	990.00	13	715.00	11	605.00		
267	Sharpener	8.00	16	128.00	7	56.00	7	56.00	2	16.00		
Total				2,427,504.00		871,464.00		557,251.00		570,459.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	AMOUNT			Page <u>15</u> of <u>17</u> Pages
Department/Office: City Mayor's Office	Regular P2,706,351.48	Contingency	TOTAL P2,706,351.48	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			2,427,504.00		871,464.00		557,251.00		570,459.00		
268	Sign Pen (Pilot Hi-tech point)	60.00	43	2,580.00	11	660.00	11	660.00	11	660.00		
269	Sign Pen (MyGel 0.5 Black/Blue)	30.00	268	8,040.00	106	3,180.00	89	2,670.00	51	1,530.00		
270	Sign pen (MyGel 0.7 Black/Red)	40.00	42	1,680.00	19	760.00	2	80.00	19	760.00		
271	Sign Pen (Pilot G-Tech. Black/Blue)	78.00	110	8,580.00	37	2,886.00	21	1,638.00	23	1,794.00		
272	Sign Pen Refill (My Gel 0.5)	22.00	55	1,210.00	15	330.00	15	330.00	15	330.00		
273	Sign Pen Refill (Pilot Hi-tech point 0.5)	45.00	24	1,080.00	8	360.00	16	720.00		-		
274	Sign Pen Refill (Pilot G-Tech )	55.00	15	825.00	5	275.00	5	275.00	5	275.00		
275	Soft Broom	115.00	46	5,290.00	23	2,645.00	8	920.00	10	1,150.00		
276	Spiral Binder	75.00	22	1,650.00	5	375.00	7	525.00	5	375.00		
277	Spiral Binder ½	18.00	6	108.00	4	72.00		-	2	36.00		
278	Spoon (Kutsara)	19.00	36	684.00	12	228.00	24	456.00		-		
279	Stabilo Boss (assorted colors)	45.00	65	2,925.00	26	1,170.00	9	405.00	22	990.00		
280	Stamp Pad Felt Big	98.00	5	490.00	3	294.00	1	98.00	1	98.00		
281	Stamping Pad (Medium)	80.00	19	1,520.00	6	480.00	6	480.00	4	320.00		
282	Stamping Pad (Big)	105.00	6	630.00	2	210.00	2	210.00	2	210.00		
283	Stamping Pad Ink (Medium)	48.00	79	3,792.00	24	1,152.00	20	960.00	18	864.00		
284	Stamping Pad Ink (Big)	80.00	3	240.00	2	160.00		-	1	80.00		
285	Stamp Pad Ink (Violet, 1 ltr)	185.00	10	1,850.00	5	925.00	2	370.00	2	370.00		
286	Staple Wire (38 Bostitch)	66.00	4	264.00	2	132.00		-	2	132.00		
Total				2,470,942.00		887,758.00		568,048.00		580,433.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

Program Control No.				AMOUNT							Page <u>16</u> of <u>17</u> Pages	
Department/Office: City Mayor's Office				Regular	Contingency		TOTAL			Date Submitted: _____		
				P2,706,351.48			P2,706,351.48					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			2,470,942.00		887,758.00		568,048.00		580,433.00		
287	Staple Wire # 35	65.00	201	13,065.00	59	3,835.00	72	4,680.00	36	2,340.00		
288	Staple Wire # 10	85.00	166	14,110.00	59	5,015.00	45	3,825.00	32	2,720.00		
289	Stapler with Remover # 35	450.00	43	19,350.00	20	9,000.00	9	4,050.00	8	3,600.00		
290	Stapler # 10	120.00	12	1,440.00	3	360.00	3	360.00	3	360.00		
291	Starter 40 watts	28.00	4	112.00	2	56.00		-	2	56.00		
292	Stick Broom	20.00	13	260.00	4	80.00	3	60.00	3	60.00		
293	Sticker Paper	12.00	1	12.00	1	12.00		-		-		
294	Styrofoam (3x6)	135.00	12	1,620.00	9	1,215.00	2	270.00	1	135.00		
295	Tub Big	1,000.00	4	4,000.00		-	2	2,000.00		-		
296	Tape Recorder	6,000.00	1	6,000.00	1	6,000.00		-		-		
297	Tape Transparent 1 inch	28.00	20	560.00	10	280.00	10	280.00		-		
298	Tape Transparent 2 inch	38.00	20	760.00	10	380.00	10	380.00		-		
299	Tech Pen	720.00	1	720.00	1	720.00		-		-		
300	Test Papers	1.00	29,121	29,121.00	29,121	29,121.00		-		-		
301	Tie Box (Kgs)	75.00	14	1,050.00	5	375.00	3	225.00	3	225.00		
302	Time Book Payroll Pad	135.00	40	5,400.00	16	2,160.00	10	1,350.00	8	1,080.00		
303	Toilet Paper (Dozen)	198.00	43	8,514.00	15	2,970.00	9	1,782.00	12	2,376.00		
304	Toilet Brush	48.00	1	48.00	1	48.00		-		-		
305	Toilet Deodorant (Albatross)	48.00	142	6,816.00	62	2,976.00	22	1,056.00	38	1,824.00		
	<b>Total</b>			<b>2,583,900.00</b>		<b>952,361.00</b>		<b>588,366.00</b>		<b>595,209.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT							Page <u>17</u> of <u>17</u> Pages	
Department/Office: City Mayor's Office				Regular	Contingency		TOTAL			Date Submitted: _____		
				P2,706,351.48			P2,706,351.48					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			2,583,900.00		952,361.00		588,366.00		595,209.00		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

306	Trash Can Big	500.00	4	2,000.00		-	2	1,000.00		-		
307	T-Shirt	500.00	88	44,000.00	88	44,000.00		-		-		
308	Typewriter Ribbon	40.00	92	3,680.00	24	960.00	29	1,160.00	18	720.00		
309	USB 1GB	600.00	3	1,800.00	1	600.00	1	600.00	1	600.00		
310	USB 2GB	900.00	7	6,300.00	3	2,700.00	1	900.00	2	1,800.00		
311	USB 4GB	1,000.00	1	1,000.00	1	1,000.00		-		-		
312	USB 5GB	1,950.00	2	3,900.00		-	1	1,950.00	1	1,950.00		
313	Water Dispenser	7,000.00	2	14,000.00	1	7,000.00		-		-		
314	White Board	1,500.00	5	7,500.00	2	3,000.00	1	1,500.00	1	1,500.00		
315	Whiteboard (3'x4')	2,155.48	1	2,155.48	1	2,155.48		-		-		
316	White Board (2x3)	950.00	1	950.00		-	1	950.00		-		
317	White Board Eraser	15.00	8	120.00	2	30.00	2	30.00	2	30.00		
318	White Board Ink (Blue, Black)	145.00	14	2,030.00	4	580.00	4	580.00	3	435.00		
319	White board Pen	65.00	166	10,790.00	47	3,055.00	45	2,925.00	39	2,535.00		
320	White Plastic Chairs heavy duty	475.00	32	15,200.00	5	2,375.00	17	8,075.00	5	2,375.00		
321	White Sugar (1kg.)	48.00	12	576.00	6	288.00	2	96.00	2	96.00		
322	Wipe Out (Appliance Cleaner)	75.00	1	75.00	1	75.00		-		-		
323	Wite Sticker	120.00	6	720.00	2	240.00	2	240.00	2	240.00		
324	Yellow Pad	25.00	114	2,850.00	43	1,075.00	24	600.00	24	600.00		
325	Zonrox	165.00	17	2,805.00	10	1,650.00	1	165.00	5	825.00		
Grand Total				2,706,351.48		1,023,144.48		609,137.00		608,915.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	AMOUNT			Page <u>1</u> of <u>5</u> Pages
Department/Office: City Vice Mayor's Office	Regular	Contingency	TOTAL	Date Submitted: _____
	P555,487.33		P555,487.33	

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount		
1	Air Freshener	283.95	6	1,703.70	2	567.90	2	567.90	2	567.90		
2	Albatros (Big)	55.00	24	1,320.00	6	330.00	6	330.00	6	330.00		
3	Alcohol	106.59	53	5,649.27	30	3,197.70	6	639.54	13	1,385.67		
4	Alobs	190.00	10	1,900.00	3	570.00	2	380.00	3	570.00		
5	Baguio Broom	161.50	6	969.00	4	646.00	2	323.00		-		
6	Ball Pen Pilot	25.00	184	4,600.00	101	2,525.00	27	675.00	39	975.00		
7	Ballpen Ordinary	10.00	194	1,940.00	82	820.00	50	500.00	32	320.00		
8	Battery "A"	22.00	24	528.00	12	264.00	12	264.00		-		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

9	BC-05 Cartridge Valve	1,550.00	10	15,500.00	5	7,750.00		-	5	7,750.00	
10	Blank Tape 90 min.	50.00	48	2,400.00	16	800.00	16	800.00	16	800.00	
11	Boller	10.00	1000	10,000.00	1000	10,000.00		-		-	
12	Bond Paper - Long	174.76	139	24,291.64	63	11,009.88	26	4,543.76	40	6,990.40	
13	bond Paper - Short	155.00	106	16,430.00	51	7,905.00	15	2,325.00	30	4,650.00	
14	Book Paper (Long)	313.50	273	85,585.50	109	34,171.50	63	19,750.50	73	22,885.50	
15	Book Paper (Short)	240.00	231	55,440.00	99	23,760.00	53	12,720.00	53	12,720.00	
16	Cambric Board (Long)	155.00	4	620.00	4	620.00		-		-	
17	Cannon Paper Flastofoil	790.00	49	38,710.00	24	18,960.00	11	8,690.00	14	11,060.00	
18	Carbon paper DTL	180.00	24	4,320.00	8	1,440.00	5	900.00	6	1,080.00	
19	CELLCARDS	1,000.00	12	12,000.00	3	3,000.00	3	3,000.00	3	3,000.00	
20	Chlorine Zonrox	150.00	5	750.00	3	450.00	2	300.00		-	
<b>Total</b>				<b>284,657.11</b>		<b>128,786.98</b>		<b>56,708.70</b>		<b>75,084.47</b>	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>2</u> of <u>5</u> Pages
Department/Office: City Vice Mayor's Office	Regular P555,487.33	Contingency	TOTAL P555,487.33	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			284,657.11		128,786.98		56,708.70		75,084.47		
21	Computer Ink	2,375.00	4	9,500.00	1	2,375.00	1	2,375.00	1	2,375.00		
22	Computer Ink	1,450.00	6	8,700.00	2	2,900.00	2	2,900.00	2	2,900.00		
23	Computer Ink PG40	1,398.00	6	8,388.00	2	2,796.00	2	2,796.00		-		
24	Computer Ink PG41	1,698.00	4	6,792.00	2	3,396.00	1	1,698.00		-		
25	Computer Printer Ribbon Refill	40.00	142	5,680.00	52	2,080.00	25	1,000.00	51	2,040.00		
26	Disbursement Voucher	190.00	10	1,900.00	3	570.00	2	380.00	3	570.00		
27	Dishwashing Liquid (Joy)	78.13	12	937.57	6	468.78	6	468.78		-		
28	Drawer Lock	68.40	2	136.80	2	136.80		-		-		
29	Envelope (Expandable, Long)	12.50	190	2,375.00	190	2,375.00		-		-		
30	Envelope Brown Long	4.00	134	536.00	72	288.00	30	120.00	32	128.00		
31	Fastener	40.00	36	1,440.00	13	520.00	6	240.00	11	440.00		
32	File organizer (expandable)	365.00	50	18,250.00	25	9,125.00	5	1,825.00	15	5,475.00		
33	Floor Wax Gallon	440.00	4	1,760.00	2	880.00	2	880.00		-		
34	Folder White Short	4.00	76	304.00	34	136.00	10	40.00	22	88.00		
35	Folder White Long	6.65	175	1,163.75	133	884.45	10	66.50	22	146.30		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

36	Folder Brown Long	9.00	275	2,475.00	100	900.00	75	675.00	50	450.00		
37	Folder Brown (Short)	8.00	200	1,600.00	50	400.00	50	400.00	50	400.00		
38	Folder Expanded	79.80	1	79.80	1	79.80		-		-		
39	Folder Green w/ Steel Tab	16.00	211	3,376.00	103	1,648.00	38	608.00	47	752.00		
	Total			360,051.03		160,745.81		73,180.98		90,848.77		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	AMOUNT			Page <u>3</u> of <u>5</u> Pages
Department/Office: City Vice Mayor's Office	Regular P555,487.33	Contingency	TOTAL P555,487.33	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			360,051.03		160,745.81		73,180.98		90,848.77		
40	Folder Green Long	12.00	214	2,568.00	182	2,184.00	12	144.00	20	240.00		
41	Forms - Purchase Request	190.00	10	1,900.00	3	570.00	2	380.00	3	570.00		
42	G-Tech Sign Pen	78.00	20	1,560.00	8	624.00	3	234.00	6	468.00		
43	Hand Glove Rubber	85.00	3	255.00	1	85.00	1	85.00	1	85.00		
44	HP Laser Jet (Print Cad) 12-A	4,500.00	4	18,000.00	1	4,500.00	1	4,500.00	1	4,500.00		
45	Illustration Board	25.00	24	600.00	12	300.00	12	300.00		-		
46	Ink 830	1,550.00	12	18,600.00	4	6,200.00	2	3,100.00	4	6,200.00		
47	Ink 831	1,650.00	12	19,800.00	4	6,600.00	2	3,300.00	4	6,600.00		
48	Ink Epson - Black	1,200.00	8	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00		
49	Ink Epson - Colored	1,300.00	10	13,000.00	3	3,900.00	2	2,600.00	3	3,900.00		
50	LaserJet 35A	4,550.00	3	13,650.00	1	4,550.00	1	4,550.00		-		
51	LX300+Ribbon Cartridge	175.00	6	1,050.00	2	350.00	2	350.00	2	350.00		
52	Mailing Envelop (White)box	340.00	25	8,500.00	17	5,780.00	5	1,700.00	3	1,020.00		
53	Muriatic Acid	15.00	48	720.00	30	450.00		-	18	270.00		
54	Notebook Short	17.10	20	342.00	5	85.50	5	85.50	5	85.50		
55	Onion Superfine (Long)	45.00	36	1,620.00	12	540.00	12	540.00	12	540.00		
56	Paper Clip Small	10.00	30	300.00	25	250.00		-	5	50.00		
57	Paper Clip Big (Colored)	35.00	44	1,540.00	18	630.00	18	630.00	8	280.00		
58	Payroll Municipal	256.50	7	1,795.50	2	513.00	2	513.00	2	513.00		
	Total			475,451.53		201,257.31		98,592.48		118,920.27		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO

Approved by : MICHELLE N. RABAT

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

General Services Officer

CITY MAYOR

Program Control No.				AMOUNT						Page <u>4</u> of <u>5</u> Pages		
Department/Office: City Vice Mayor's Office				Regular P555,487.33	Contingency		TOTAL P555,487.33			Date Submitted: _____		
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Sub-total brought forwarded			475,451.53	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
59	Payroll Labor	125.00	23	2,875.00	8	1,000.00	7	875.00	6	750.00		
60	Pen Eraser	135.00	4	540.00	4	540.00		-		-		
61	Pencil (Mongol) box	102.60	4	410.40	3	307.80		-	1	102.60		
62	Pentel Pen Broad	45.00	64	2,880.00	48	2,160.00		-	11	495.00		
63	Photopaper for color printing	250.00	12	3,000.00	9	2,250.00		-	3	750.00		
64	Printer Ink (EPSON C90, color)	635.00	15	9,525.00	15	9,525.00		-		-		
65	Printer Ink BC 124 color	950.00	15	14,250.00	15	14,250.00		-		-		
66	Printer Ribbon 8750 LX300	145.00	37	5,365.00	35	5,075.00		-	2	290.00		
67	Puncher	265.00	5	1,325.00	5	1,325.00		-		-		
68	Record Book 200pg.	65.00	18	1,170.00	10	650.00	5	325.00	3	195.00		
69	Record Book 300pg.	75.00	18	1,350.00	10	750.00	5	375.00	3	225.00		
70	Record Book 500 PGS	85.00	16	1,360.00	14	1,190.00		-	1	85.00		
71	RIS	190.00	10	1,900.00	3	570.00	2	380.00	3	570.00		
72	Rubber Eraser (Staedler brand)	20.00	22	440.00	17	340.00		-	5	100.00		
73	Rug Map Cotton	110.00	6	660.00	2	220.00	2	220.00	2	220.00		
74	Sign Pen (Mygel, Black)	30.00	126	3,780.00	66	1,980.00	12	360.00	36	1,080.00		
75	Sign Pen (Pilot)	102.60	5	513.00	2	205.20	1	102.60	1	102.60		
76	Stabilo Boss	56.50	1	56.50	1	56.50		-		-		
77	Staple Wire	66.50	53	3,524.50	32	2,128.00	4	266.00	13	864.50		
	<b>Total</b>			<b>530,375.93</b>		<b>245,779.81</b>		<b>101,496.08</b>		<b>124,749.97</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT						Page <u>5</u> of <u>5</u> Pages		
Department/Office: City Vice Mayor's Office				Regular P555,487.33	Contingency		TOTAL P555,487.33			Date Submitted: _____		
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount



**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

9	Scotch Tape 1"	34.00	2	68.00	1	34.00	-	1	34.00	
10	No. 35 max staples	48.00	1	48.00	1	48.00	-		-	
11	Stamp Pad Ink	65.00	1	65.00	1	65.00	-		-	
12	Energizer Battery AAA	48.00	1	48.00	1	48.00	-		-	
13	Floorwax	289.00	1	289.00	1	289.00	-		-	
Grand Total				20,000.00		5,000.00		5,000.00	5,000.00	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>1</u> of <u>4</u> Pages
Department/Office: City Accounting Office	Regular P307,004.00	Contingency	TOTAL P307,004.00	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
1	Bookpaper - Short	215.00	50	10,750.00	12	2,580.00	12	2,580.00	12	2,580.00		
2	Bookpaper - Long	235.00	50	11,750.00	12	2,820.00	12	2,820.00	12	2,820.00		
3	Bookpaper TB size	350.00	10	3,500.00	3	1,050.00	2	700.00	3	1,050.00		
4	Columnar pad 24/25 Cols.	145.00	18	2,610.00	18	2,610.00		-		-		
5	Columnar pad 21 cols.	105.00	18	1,890.00	18	1,890.00		-		-		
6	Columnar pad 18 cols.	75.00	20	1,500.00	20	1,500.00		-		-		
7	Columnar pad 16 cols.	58.00	20	1,160.00	20	1,160.00		-		-		
8	Columnar pad 14 cols.	58.00	15	870.00	15	870.00		-		-		
9	Columnar pad 8 cols.	48.00	32	1,536.00	32	1,536.00		-		-		
10	Columnar pad 6 cols.	38.00	16	608.00	16	608.00		-		-		
11	Columnar pad 4 cols.	35.00	30	1,050.00	30	1,050.00		-		-		
12	Columnar pad 12 cols.	55.00	10	550.00	10	550.00		-		-		
13	Carbon Paper Long Plastofoil	800.00	12	9,600.00	4	3,200.00	2	1,600.00	4	3,200.00		
14	Carbon Paper Long 11x17	9.00	100	900.00	25	225.00	25	225.00	25	225.00		
15	Ballpen Pilot Black/Blue	30.00	100	3,000.00	25	750.00	25	750.00	25	750.00		
16	Subsidiary Ledger	4.80	1000	4,800.00	500	2,400.00		-	500	2,400.00		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

17	Computer Printer Toner (HP 35A)	4,500.00	15	67,500.00	8	36,000.00		-	7	31,500.00	
18	Computer Ribbon w/ Cartridge FX2175	800.00	15	12,000.00	4	3,200.00	4	3,200.00	4	3,200.00	
19	Index Cards Small	0.28	1000	280.00	200	56.00	300	84.00	200	56.00	
20	Index Cards Big	9.00	300	2,700.00	100	900.00	100	900.00	100	900.00	
Total				138,554.00		64,955.00		12,859.00		48,681.00	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	AMOUNT			Page <u>2</u> of <u>4</u> Pages
Department/Office: City Accounting Office	Regular P307,004.00	Contingency	TOTAL P307,004.00	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			138,554.00		64,955.00		12,859.00		48,681.00		
21	Typewriter Ribbon	38.00	4	152.00	1	38.00	1	38.00	1	38.00		
22	Max Staple Wire #35	55.00	30	1,650.00	10	550.00	10	550.00	10	550.00		
23	Bostitch Staple Wire	58.00	20	1,160.00	5	290.00	5	290.00	5	290.00		
24	Lead Pencil #5	42.00	2	84.00	1	42.00		-	1	42.00		
25	Lead Pencil #7	55.00	4	220.00	1	55.00	1	55.00	1	55.00		
26	Folder Long Brown	4.00	150	600.00	50	200.00	50	200.00	50	200.00		
27	Paper Fastener Steel	35.00	10	350.00	5	175.00		-	5	175.00		
28	Paper Fastener Plastic	38.00	10	380.00	5	190.00		-	5	190.00		
29	Paper clips big	30.00	10	300.00	5	150.00		-	5	150.00		
30	Rubber band big	165.00	12	1,980.00	3	495.00	3	495.00	3	495.00		
31	Adding Machine Tape	18.00	12	216.00	3	54.00	3	54.00	3	54.00		
32	Rubbing Alcohol	900.00	6	5,400.00	2	1,800.00	1	900.00	2	1,800.00		
33	Correction Pen Tube	135.00	2	270.00	1	135.00		-	1	135.00		
34	Touch & Go Retouch	42.00	12	504.00	12	504.00		-		-		
35	Sign Pen	30.00	50	1,500.00	15	450.00	15	450.00	10	300.00		
36	Adding Machine Ribbon	45.00	3	135.00	1	45.00		-	1	45.00		
37	Mineral Water	60.00	300	18,000.00	100	6,000.00	50	3,000.00	50	3,000.00		
38	Packing Tape 2"	45.00	12	540.00	5	225.00	1	45.00	1	45.00		
39	Glass Dust Cleaner	135.00	4	540.00	1	135.00	1	135.00	1	135.00		
Total				172,535.00		76,488.00		19,071.00		56,380.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO

Approved by : MICHELLE N. RABAT

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

General Services Officer

CITY MAYOR

Program Control No.	<b>AMOUNT</b>	Page <u> 3 </u> of <u> 4 </u> Pages
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Department/Office: City Accounting Office	Regular P307,004.00	Contingency	TOTAL P307,004.00	Date Submitted: _____
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Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			172,535.00		76,488.00		19,071.00		56,380.00		
40	Floor Wax	395.00	3	1,185.00	1	395.00	1	395.00		-		
41	Air Freshener	175.00	6	1,050.00	1	175.00	2	350.00	1	175.00		
42	Dishwashing Liquid	65.00	48	3,120.00	15	975.00	9	585.00	9	585.00		
43	Folder Plastic Long (Clear Cover)	10.00	12	120.00	4	40.00	2	20.00	2	20.00		
44	JEV Pads with Mimeo Services	350.00	100	35,000.00	25	8,750.00	25	8,750.00	25	8,750.00		
45	Stamping Pad	60.00	4	240.00	1	60.00	1	60.00	1	60.00		
46	Eraser Big	22.00	2	44.00	1	22.00		-	1	22.00		
47	Pentel Pen	38.00	10	380.00	3	114.00	2	76.00	3	114.00		
48	General Ledger Form	8.50	1000	8,500.00	400	3,400.00	100	850.00	100	850.00		
49	Stabilo Marker	38.00	6	228.00	1	38.00	2	76.00	1	38.00		
50	Mongol Pencil #2	60.00	6	360.00	1	60.00	2	120.00	1	60.00		
51	Scotch Tape #1"	30.00	2	60.00	1	30.00		-	1	30.00		
52	Scotch Tape #2"	45.00	2	90.00	1	45.00		-	1	45.00		
53	Spiral Binder 2"	75.00	6	450.00	1	75.00	2	150.00	1	75.00		
54	Stamp pad Ink	28.00	10	280.00	3	84.00	2	56.00	3	84.00		
55	Baygon Mosquito Spray	58.00	10	580.00	3	174.00	2	116.00	3	174.00		
56	Mechanical Pencil	275.00	2	550.00	1	275.00		-	1	275.00		
57	Folder Long Green w/ Stub	12.00	12	144.00	12	144.00		-		-		
58	Toilet Bowl Cleaner	270.00	12	3,240.00	3	810.00	3	810.00	3	810.00		
	<b>Total</b>			228,156.00		92,154.00		31,485.00		68,547.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer
Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>	Page <u> 4 </u> of <u> 4 </u> Pages
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Department/Office: City Accounting Office	Regular P307,004.00	Contingency	TOTAL P307,004.00	Date Submitted: _____
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Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount



**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

9	Typewriter Ribbon	38.00	2	76.00	1	38.00	-	1	38.00	
10	Paste (Redo Paste)	38.00	2	76.00	2	76.00	-		-	
11	Pentel Pen Black (Pilot)	45.00	2	90.00	1	45.00	-	1	45.00	
12	Whiteboard Pen Black (Pilot)	65.00	2	130.00	1	65.00	-	1	65.00	
13	Pentel Pen Ink Black Pilot	125.00	2	250.00	1	125.00	-	1	125.00	
14	Whiteboard Pen Ink Pilot	145.00	2	290.00	1	145.00	-	1	145.00	
15	Plastic Fastener	38.00	2	76.00	1	38.00	-	1	38.00	
16	Staple Wire #10 (max's)	125.00	2	250.00	1	125.00	-	1	125.00	
17	Staple Wire #35	55.00	2	110.00	1	55.00	-	1	55.00	
18	Touch and Go Correction Fluid	40.00	9	360.00	5	200.00	-	4	160.00	
19	Cartridge Ribbon (Epson LX300 + #8750)	150.00	6	900.00	3	450.00	-	3	450.00	
20	Johnson Alcohol	85.00	4	340.00	2	170.00	-	2	170.00	
	<b>Total</b>			12,568.00		6,317.00	-		6,251.00	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>2</u> of <u>2</u> Pages
Department/Office: City Agriculture Office	Regular P29,999.00	Contingency	TOTAL P29,999.00	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			12,568.00		6,317.00		-		6,251.00		
21	Muriatic Acid	12.00	3	36.00	1	12.00		-	2	24.00		
22	Surf Dishwasher Paste	78.00	2	156.00	1	78.00		-	1	78.00		
23	Johnson Floor Wax	420.00	2	840.00	1	420.00		-	1	420.00		
24	Baguio Broom	135.00	2	270.00	1	135.00		-	1	135.00		
25	Bay Fresh Air Fresher (Sampaguita)	195.00	2	390.00	1	195.00		-	1	195.00		
26	Albatros	55.00	2	110.00	1	55.00		-	1	55.00		
27	Paper Clip Big	35.00	3	105.00	1	35.00		-	2	70.00		
28	Paper Clip Small	18.00	3	54.00	1	18.00		-	2	36.00		
29	Battery Small (Energizer)	55.00	2	110.00	1	55.00		-	1	55.00		
30	Record Book	90.00	4	360.00	2	180.00		-	2	180.00		
31	Brother Ink LC57 - Black	1,250.00	3	3,750.00		-	2	2,500.00		-		
32	Brother Ink LC57 - Yellow	1,250.00	3	3,750.00		-	2	2,500.00		-		
33	Brother Ink LC57 - Cyan	1,250.00	3	3,750.00		-	1	1,250.00		-		
34	Brother Ink LC57 - Magenta	1,250.00	3	3,750.00		-	1	1,250.00		-		





**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

1	Book Paper A4	225.00	40	9,000.00	10	2,250.00	10	2,250.00	10	2,250.00		
2	Computer Ink 35 A	4,450.00	6	26,700.00	1	4,450.00	1	4,450.00	2	8,900.00		
3	Toner HP Laserjet 1020	3,750.00	2	7,500.00	1	3,750.00		-	1	3,750.00		
4	Toner HP Laserjet 1100	3,750.00	2	7,500.00	1	3,750.00		-	1	3,750.00		
5	Epson T0731	750.00	6	4,500.00	2	1,500.00	1	750.00	2	1,500.00		
6	Epson T0732	750.00	6	4,500.00	2	1,500.00	1	750.00	2	1,500.00		
7	Epson T0733	750.00	6	4,500.00	2	1,500.00	1	750.00	2	1,500.00		
8	Epson To734	750.00	6	4,500.00	2	1,500.00	1	750.00	2	1,500.00		
9	Binder 1"	65.00	25	1,625.00		-		-	25	1,625.00		
10	Binder ½"	20.00	50	1,000.00		-		-	50	1,000.00		
11	Columnar 16 cols.	68.00	15	1,020.00		-		-	15	1,020.00		
12	Columnar 6 cols.	40.00	12	480.00		-		-	12	480.00		
13	Columnar 8 cols.	38.00	6	228.00		-		-	6	228.00		
14	Ballpen (Pilot)	28.00	24	672.00	12	336.00		-	12	336.00		
15	Folder (Long Brown)	5.00	50	250.00	25	125.00		-	25	125.00		
16	Folder (Long White)	7.00	51	357.00	25	175.00		-	26	182.00		
17	Sign Pen	35.00	24	840.00	12	420.00		-	12	420.00		
18	Lead Pencil	58.00	24	1,392.00	6	348.00	6	348.00	6	348.00		
19	Battery "AA"	16.50	24	396.00	12	198.00		-	12	198.00		
20	Clear cover (Long)	8.00	25	200.00	25	200.00		-		-		
	<b>Total</b>			<b>77,160.00</b>		<b>22,002.00</b>		<b>10,048.00</b>		<b>30,612.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Program Control No.				AMOUNT						Page <u>2</u> of <u>3</u> Pages		
Department/Office: City Budget Office				Regular	Contingency	TOTAL		Date Submitted: _____				
				P90,000.00		P90,000.00						
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			77,160.00		22,002.00		10,048.00		30,612.00		
21	Clear cover A4	8.00	100	800.00		-		-	100	800.00		
22	Scotch Tape 1"	30.00	12	360.00	6	180.00		-	6	180.00		
23	Scotch Tape 2"	48.00	12	576.00	6	288.00		-	6	288.00		
24	Masking Tape 1"	30.00	6	180.00	3	90.00		-	3	90.00		
25	Masking Tape 2"	45.00	6	270.00	3	135.00		-	3	135.00		
26	Paper Fastener	38.00	6	228.00	3	114.00		-	3	114.00		
27	Paper Clip (Small)	28.00	12	336.00	3	84.00	3	84.00	3	84.00		





**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

General Services Officer

CITY MAYOR

Program Control No.				AMOUNT						Page <u>2</u> of <u>5</u> Pages		
Department/Office: City Civil Registrar's Office				Regular P93,805.90	Contingency		TOTAL P93,805.90			Date Submitted: _____		
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Sub-total brought forwarded			47,305.00	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
21	Calculator	500.00	1	500.00		-		-		-		
22	Carbon Paper (Old   Town) Long Black	170.00	4	680.00	1	170.00	1	170.00	1	170.00		
23	Carbon Paper (Plastofoil) Long Black	790.00	2	1,580.00	1	790.00	1	790.00		-		
24	Cartolina	6.00	10	60.00		-		-	10	60.00		
25	Dater	70.00	1	70.00		-	1	70.00		-		
26	Deterent Powder (Kilo)	105.00	2	210.00	1	105.00		-	1	105.00		
27	Dishwashing Paste	35.00	5	175.00	1	35.00	2	70.00	1	35.00		
28	Dust Broom	95.00	2	190.00	1	95.00		-		-		
29	Dust Pan	75.00	1	75.00	1	75.00		-		-		
30	EPSON 73N Black	680.00	4	2,720.00	1	680.00	1	680.00	1	680.00		
31	EPSON 73N Cyan	680.00	4	2,720.00	1	680.00	1	680.00	1	680.00		
32	EPSON 73N Magenta	680.00	4	2,720.00	1	680.00	1	680.00	1	680.00		
33	EPSON 74N Yellow	680.00	4	2,720.00	1	680.00	1	680.00	1	680.00		
34	Epson LX 300 Ink Cartridge	175.00	4	700.00	1	175.00	1	175.00	1	175.00		
35	Flash Drive 4GB	950.00	1	950.00		-	1	950.00		-		
36	Floor Mop with Wooden Handle	195.00	1	195.00		-	1	195.00		-		
37	Floor Wax (Pail)	400.00	2	800.00		-	1	400.00		-		
38	Flourescent Lamp 40W	210.00	4	840.00		-		-	4	840.00		
39	Folder Brown - Long	4.00	35	140.00		-		-		-		
	<b>Total</b>			<b>65,350.00</b>		<b>27,393.00</b>		<b>7,827.00</b>		<b>15,450.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT						Page <u>3</u> of <u>5</u> Pages		
Department/Office: City Civil Registrar's Office				Regular P93,805.90	Contingency		TOTAL P93,805.90			Date Submitted: _____		
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

	Sub-total brought forwarded			65,350.00		27,393.00		7,827.00		15,450.00	
40	Folder Green - Long	15.00	25	375.00		-		-		-	
41	Glass Cleaner (Kiwi)	175.00	3	525.00		-	1	175.00	1	175.00	
42	GLUE Big	80.00	2	160.00		-	1	80.00		-	
43	HP 1020 Laserjet Toner 12A	4,800.00	1	4,800.00		-	1	4,800.00		-	
44	HP Laserjet P1006 Toner 35A	4,800.00	1	4,800.00		-		-	1	4,800.00	
45	Lead for Mechanical Pen (Steadler) 0.7	65.00	2	130.00		-	2	130.00		-	
46	LX 300+II Ribbon Cartridge	175.00	2	350.00		-		-	2	350.00	
47	LX 300+II Ribbon Refill	40.00	10	400.00	4	160.00	2	80.00	2	80.00	
48	Mailing Envelope Long	300.00	1	300.00		-	1	300.00		-	
49	Masking Tape "1"	20.00	4	80.00	4	80.00		-		-	
50	Masking Tape "2"	38.00	4	152.00		-	2	76.00		-	
51	MF 102 (Certificate of Live Birth)	170.00	30	5,100.00	10	1,700.00	5	850.00	10	1,700.00	
52	MF 97 (Certificate of Marriage)	170.00	15	2,550.00	5	850.00	5	850.00		-	
53	Muriatic Acid Gallon	70.00	2	140.00		-	1	70.00		-	
54	Pail Small	135.00	1	135.00		-		-		-	
55	Paper Clip Assorted Color (Small)	10.00	10	100.00		-	5	50.00		-	
56	Paper Clip Assorted Jumbo size	25.00	5	125.00	5	125.00		-		-	
57	Paper Fastener	45.00	5	225.00	2	90.00	1	45.00	1	45.00	
58	Paste Jar	50.00	3	150.00	1	50.00		-	1	50.00	
	<b>Total</b>			<b>85,947.00</b>		<b>30,448.00</b>		<b>15,333.00</b>		<b>22,650.00</b>	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Program Control No.	<b>AMOUNT</b>			Page <u>4</u> of <u>5</u> Pages
Department/Office: City Civil Registrar's Office	Regular	Contingency	TOTAL	Date Submitted: _____
	P93,805.90		P93,805.90	

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			85,947.00		30,448.00		15,333.00		22,650.00		
59	Payroll Labor Set	125.00	1	125.00	1	125.00		-		-		
60	Pencil (Mongol)	6.00	20	120.00	5	30.00	5	30.00	5	30.00		
61	Pentel Pen (Black)	40.00	3	120.00		-	3	120.00		-		
62	Plastic Cover A4 Size	300.00	1	300.00	1	300.00		-		-		
63	Plates (Durablex) Dozen	300.00	1	300.00		-	1	300.00		-		
64	Rag Mop Cotton	80.00	1	80.00	1	80.00		-		-		
65	Record Book	95.00	1	95.00		-	1	95.00		-		





**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

General Services Officer

CITY MAYOR

Program Control No.				AMOUNT						Page <u>2</u> of <u>3</u> Pages		
Department/Office: City Engineering Office				Regular P100,000.00	Contingency		TOTAL P100,000.00			Date Submitted: _____		
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Sub-total brought forwarded			24,896.00	QTY	Amount	QTY	Amount		Amount	QTY	Amount
21	Stamping pad ink	52.00	3	156.00	3	156.00		-		-		
22	Eraser-staedler	15.00	12	180.00	12	180.00		-		-		
23	Pentel Pen Ink - Pilot	45.00	1	45.00	1	45.00		-		-		
24	Floor Wax	270.00	3	810.00	2	540.00		-	1	270.00		
25	Muriatic Acid	95.00	3	285.00	2	190.00		-	1	95.00		
26	Albatroz	28.00	25	700.00	13	364.00	12	336.00		-		
27	Floor mop with handle	225.00	3	675.00	1	225.00	2	450.00		-		
28	Detergent Bar	35.00	12	420.00	6	210.00	6	210.00		-		
29	Baguio Broom	50.00	5	250.00	3	150.00		-	2	100.00		
30	Glade Air Freshener	130.00	1	130.00	1	130.00		-		-		
31	Toilet Paper	14.00	12	168.00	6	84.00	6	84.00		-		
32	Scientific Calculator - FX3600P	720.00	1	720.00	1	720.00		-		-		
33	Circle Guide - Plastic	185.00	1	185.00	1	185.00		-		-		
34	Drafting Pen Ink	85.00	2	170.00	2	170.00		-		-		
35	Technical pen# 0.1 staedler	440.00	1	440.00	1	440.00		-		-		
36	Technical pen# 0.2 staedler	490.00	1	490.00	1	490.00		-		-		
37	Technical pen# 0.3 staedler	480.00	1	480.00	1	480.00		-		-		
38	Technical pen# 0.4 staedler	480.00	1	480.00	1	480.00		-		-		
39	Technical pen# 0.5 staedler	450.00	1	450.00	1	450.00		-		-		
	<b>Total</b>			<b>32,130.00</b>		<b>15,269.00</b>		<b>6,381.00</b>		<b>5,580.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT						Page <u>3</u> of <u>3</u> Pages		
Department/Office: City Engineering Office				Regular P100,000.00	Contingency		TOTAL P100,000.00			Date Submitted: _____		
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount		Amount	QTY	Amount



**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

9	Packing Tape 2"	55.00	2	110.00	1	55.00		-	1	55.00	
10	Pencil	72.00	2	144.00	1	72.00		-	1	72.00	
11	Pentel Pen (Blue & Black)	40.00	2	80.00	2	80.00		-		-	
12	Record Book 200 pp	63.50	3	190.50	2	127.00	1	63.50		-	
13	Record Book 500 pp	90.00	2	180.00	2	180.00		-		-	
14	Scotch Tape 2" thick roll	55.00	2	110.00	2	110.00		-		-	
15	Stabilo Boss (Assorted Colors)	38.00	4	152.00	4	152.00		-		-	
16	Stamping Pad big	80.00	2	160.00	2	160.00		-		-	
17	Stamping Pad ink (Purple)	25.00	4	100.00	4	100.00		-		-	
18	Staple Wire #35 Max	55.00	10	550.00	5	275.00		-	5	275.00	
19	Typewriter Ribbon	35.00	15	525.00	5	175.00	5	175.00	5	175.00	
20	Ballpen Pilot	25.00	17	425.00	10	250.00	4	100.00	3	75.00	
	Total			17,796.50		7,606.00		5,273.50		4,917.00	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Program Control No.	AMOUNT			Page <u>2</u> of <u>5</u> Pages
Department/Office: City General Services Office	Regular P133,036.76	Contingency	TOTAL P133,036.76	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			17,796.50		7,606.00		5,273.50		4,917.00		
21	Ballpen Pilot (Green & Red)	25.00	6	150.00	4	100.00	2	50.00		-		
22	Columnar Book 6 cols.	30.00	10	300.00	6	180.00	2	60.00	2	60.00		
23	Correction Fluid	40.00	10	400.00	5	200.00		-	5	200.00		
24	Correction Pen	135.00	4	540.00	4	540.00		-		-		
25	Columnar Pad 6 cols.	50.00	4	200.00	4	200.00		-		-		
26	Fastener Plastic	35.00	10	350.00	10	350.00		-		-		
27	Folder Brown Long (dzn.)	48.00	100	4,800.00	70	3,360.00	20	960.00	10	480.00		
28	Labor Payroll	125.00	2	250.00	1	125.00		-	1	125.00		
29	Paste Jar	35.00	1	35.00	1	35.00		-		-		
30	PO-dater	75.00	1	75.00	1	75.00		-		-		
31	PR-dater	75.00	1	75.00	1	75.00		-		-		
32	Rubber Eraser Staedler	13.50	6	81.00	6	81.00		-		-		
33	Rubbing Alcohol 70% (Rhea)	80.00	35	2,800.00	15	1,200.00	10	800.00	10	800.00		
34	Sharpener Single Cutterhead	200.00	1	200.00	1	200.00		-		-		
35	Signpen My Gel	35.00	6	210.00	3	105.00		-	3	105.00		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

36	Signpen My Gel refill (Blue & Black)	22.00	6	132.00	3	66.00	-	3	66.00		
37	USB 2 Gig	1,950.00	1	1,950.00	1	1,950.00	-		-		
38	Wyteboard Eraser	25.00	2	50.00	1	25.00	-	1	25.00		
39	Glass Cleaner Kiwi	175.00	3	525.00	1	175.00	1	175.00	1	175.00	
Total				30,919.50		16,648.00		7,318.50		6,953.00	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>3</u> of <u>5</u> Pages
Department/Office: City General Services Office	Regular P133,036.76	Contingency	TOTAL P133,036.76	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			30,919.50		16,648.00		7,318.50		6,953.00		
40	Air Freshner	155.00	6	930.00	2	310.00	2	310.00	2	310.00		
41	Baygon Insect Spray	295.00	3	885.00	1	295.00	1	295.00	1	295.00		
42	Flourescent Tube 40 watts Philips Compact	210.00	8	1,680.00	4	840.00	2	420.00	2	420.00		
43	Stencil paper	580.00	2	1,160.00	1	580.00		-	1	580.00		
44	Tissue	144.00	10	1,440.00	4	576.00	4	576.00	2	288.00		
45	Muriatic Acid Gal. (Apollo Brand)	105.00	8	840.00	4	420.00	2	210.00	2	210.00		
46	Battery "AA" (Heavy Duty)	22.00	2	44.00	2	44.00		-		-		
47	Broom Soft (Tambo)	45.00	9	405.00	3	135.00	3	135.00	3	135.00		
48	Broom Stick	15.00	9	135.00	3	45.00	3	45.00	3	45.00		
49	Toilet Bowl Cleaner	195.00	2	390.00	1	195.00		-	1	195.00		
	Mimeo Long w/ Mimeo Service											
50	Purhase Request (Long)	250.00	18	4,500.00	6	1,500.00	6	1,500.00	6	1,500.00		
51	Purchase Order (Long)	250.00	18	4,500.00	6	1,500.00	6	1,500.00	6	1,500.00		
52	R.I.S (Long)	250.00	18	4,500.00	6	1,500.00	6	1,500.00	6	1,500.00		
53	Acceptance & Inspection Report (Long)	250.00	18	4,500.00	6	1,500.00	6	1,500.00	6	1,500.00		
54	Canvass (Long)	250.00	18	4,500.00	6	1,500.00	6	1,500.00	6	1,500.00		
	Mimeo short w/ Mimeo Service											
55	Disbursement Voucher (Short)	230.00	18	4,140.00	6	1,380.00	6	1,380.00	6	1,380.00		
56	Obligation Request (Short)	230.00	18	4,140.00	6	1,380.00	6	1,380.00	6	1,380.00		
Total				69,608.50		30,348.00		19,569.50		19,691.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO

Approved by : MICHELLE N. RABAT

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

General Services Officer

CITY MAYOR

Program Control No.				AMOUNT						Page <u>4</u> of <u>5</u> Pages	
Department/Office: City General Services Office				Regular P133,036.76	Contingency		TOTAL P133,036.76			Date Submitted: _____	
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION							
				Total Cost	1st Quarter QTY Amount		2nd Quarter QTY Amount		3rd Quarter QTY Amount		4th Quarter QTY Amount
	Sub-total brought forwarded			69,608.50		30,348.00		19,569.50		19,691.00	
57	Waste Materials (Short)	230.00	8	1,840.00	3	690.00	3	690.00	2	460.00	
58	P.I.S (Short)	230.00	8	1,840.00	3	690.00	3	690.00	2	460.00	
59	Acknowledgement (Short)	230.00	6	1,380.00	2	460.00	2	460.00	2	460.00	
60	Monthly Consumption Report (Short)	230.00	6	1,380.00	2	460.00	2	460.00	2	460.00	
61	Columnar Pad 10 cols.	50.00	2	100.00	2	100.00		-		-	
62	Detergent Powder 35 gms.	8.50	40	340.00	15	127.50	15	127.50	10	85.00	
63	Dishwashing Liquid 300 ml	75.00	9	675.00	3	225.00	3	225.00	3	225.00	
64	Equipment Ledger Card	5.50	75	412.50	25	137.50	25	137.50	25	137.50	
65	Hand Gloves (Rubber)	68.00	6	408.00	3	204.00		-	3	204.00	
66	Bond paper long	150.00	12	1,800.00	4	600.00	4	600.00	4	600.00	
67	Bond paper short	120.00	12	1,440.00	4	480.00	4	480.00	4	480.00	
68	Paper Clip Small	9.75	4	39.00	2	19.50		-	2	19.50	
69	Signpen G-tech	78.00	4	312.00	2	156.00		-	2	156.00	
70	Stock Card (pc.)	5.50	375	2,062.50	125	687.50	125	687.50	125	687.50	
71	Albatross	48.00	50	2,400.00	20	960.00	20	960.00	10	480.00	
72	Twine Plastic	54.63	2	109.26	2	109.26		-		-	
73	Yellow Paper	25.00	4	100.00	2	50.00		-	2	50.00	
74	Dust Pan	60.00	3	180.00	1	60.00	1	60.00	1	60.00	
75	Purified Drinking Water	65.00	53	3,445.00	19	1,235.00	17	1,105.00	17	1,105.00	
	<b>Total</b>			<b>89,871.76</b>		<b>37,799.26</b>		<b>26,252.00</b>		<b>25,820.50</b>	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT						Page <u>5</u> of <u>5</u> Pages	
Department/Office: City General Services Office				Regular P133,036.76	Contingency		TOTAL P133,036.76			Date Submitted: _____	
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION							
				Total Cost	1st Quarter QTY Amount		2nd Quarter QTY Amount		3rd Quarter QTY Amount		4th Quarter QTY Amount



**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

8	Brown Envelope Long	48.00	6	288.00	2	96.00	1	48.00	2	96.00		
9	Brown Envelope Short	36.00	5	180.00	1	36.00	2	72.00	1	36.00		
10	Pilot Ballpen Black	300.00	4	1,200.00	1	300.00	1	300.00	1	300.00		
11	Pilot Ballpen Red	25.00	12	300.00	6	150.00		-	6	150.00		
12	Northstar Ballpen	5.00	24	120.00	12	60.00		-	12	60.00		
13	White Board Marker	65.00	10	650.00	2	130.00	2	130.00	3	195.00		
14	Carbon Paper	750.00	2	1,500.00	1	750.00		-	1	750.00		
15	Carbon Paper Short	150.00	2	300.00	1	150.00		-	1	150.00		
16	Touch and Go	40.00	24	960.00	10	400.00		-	14	560.00		
17	Glue Big	60.00	2	120.00	1	60.00		-	1	60.00		
18	Plastic Fastener	40.00	12	480.00	2	80.00	4	160.00	4	160.00		
19	Staple Wire #10	10.00	4	40.00	2	20.00		-	2	20.00		
20	Staple Wire #35	55.00	6	330.00	4	220.00		-	2	110.00		
<b>Total</b>				<b>24,148.00</b>		<b>6,542.00</b>		<b>3,525.00</b>		<b>8,517.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>2</u> of <u>4</u> Pages
Department/Office: City Health Office	Regular P143,510.00	Contingency	TOTAL P143,510.00	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			24,148.00		6,542.00		3,525.00		8,517.00		
21	Double Sided Tape	48.00	12	576.00	6	288.00		-	6	288.00		
22	Folder Brown Short	48.00	4	192.00	1	48.00	1	48.00	1	48.00		
23	Folder Brown Long	60.00	8	480.00	2	120.00	2	120.00	2	120.00		
24	Mailing Envelope	340.00	1	340.00	1	340.00		-		-		
25	Time Book Payroll	150.00	24	3,600.00	12	1,800.00		-	12	1,800.00		
26	Mongol Pencil	6.00	24	144.00	6	36.00	6	36.00	6	36.00		
27	DTR	25.00	24	600.00	6	150.00	6	150.00	6	150.00		
28	Bundy Card	200.00	4	800.00	1	200.00	1	200.00	1	200.00		
29	Cork Board 4x4	1,800.00	1	1,800.00	1	1,800.00		-		-		
30	Whyte Board 4x4	2,400.00	1	2,400.00	1	2,400.00		-		-		
31	Paper Fastener	38.00	12	456.00	3	114.00	2	76.00	4	152.00		
32	News Print Long	125.00	12	1,500.00	3	375.00	3	375.00	3	375.00		
33	Push Pins	38.00	4	152.00	2	76.00		-	2	76.00		
34	HBW Ball Pen	7.50	48	360.00	14	105.00	12	90.00	12	90.00		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

35	T-Shirt	135.00	20	2,700.00	20	2,700.00		-			
36	Puncher	190.00	2	380.00	1	190.00	1	190.00		-	
37	Typewriter Ribbon	38.00	12	456.00	6	228.00		-	6	228.00	
38	Stapler #35 w/remover	380.00	2	760.00	2	760.00		-		-	
39	Calculator	600.00	2	1,200.00	1	600.00	1	600.00		-	
<b>Total</b>				<b>43,044.00</b>		<b>18,872.00</b>		<b>5,410.00</b>		<b>12,080.00</b>	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>3</u> of <u>4</u> Pages
Department/Office: City Health Office	Regular P143,510.00	Contingency	TOTAL P143,510.00	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			43,044.00		18,872.00		5,410.00		12,080.00		
40	Rock Folder File	180.00	12	2,160.00	5	900.00		-	5	900.00		
41	Pachment Paper	4.00	50	200.00	50	200.00		-		-		
42	Sign Pen	10.00	24	240.00	6	60.00	6	60.00	6	60.00		
43	Photo Paper	150.00	3	450.00	3	450.00		-		-		
44	ID Lamination	35.00	46	1,610.00	46	1,610.00		-		-		
45	ID Holder	12.00	50	600.00	50	600.00		-		-		
46	Money Sponge Holder	28.00	1	28.00	1	28.00		-		-		
47	Bond Paper Long	165.00	10	1,650.00	2	330.00	4	660.00	4	660.00		
48	In & Out	480.00	2	960.00	1	480.00		-	1	480.00		
49	Battery Energizer "AA"	45.00	46	2,070.00	12	540.00	12	540.00	12	540.00		
50	Blank Tape Sony	500.00	4	2,000.00	2	1,000.00		-	2	1,000.00		
51	Death Certificate Form	170.00	12	2,040.00	3	510.00	3	510.00	4	680.00		
52	Paper Clip	35.00	24	840.00	12	420.00		-	12	420.00		
53	Whyte Board Marker	45.00	12	540.00	6	270.00		-	6	270.00		
54	Yellow Pads	12.00	12	144.00	6	72.00		-	6	72.00		
55	Elmer's Glue	18.00	4	72.00	2	36.00		-	2	36.00		
56	Scotch Tape 2	36.00	12	432.00	2	72.00	4	144.00	4	144.00		
57	Masking Tape	36.00	12	432.00	2	72.00	4	144.00	4	144.00		
58	Photocopier Toner1R1024	5,000.00	4	20,000.00	1	5,000.00	1	5,000.00	1	5,000.00		
<b>Total</b>				<b>79,512.00</b>		<b>31,522.00</b>		<b>12,468.00</b>		<b>22,486.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Approved by :

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

Prepared by : MARIA LUISA R. COMO  
General Services Officer

MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT						Page <u>4</u> of <u>4</u> Pages		
Department/Office: City Health Office				Regular	Contingency		TOTAL			Date Submitted: _____		
				P143,510.00			P143,510.00					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			79,512.00		31,522.00		12,468.00		22,486.00		
59	HP 22 Comp. Ink Colored	1,350.00	8	10,800.00	3	4,050.00	1	1,350.00	3	4,050.00		
60	HP 21 Comp. Ink Black	1,250.00	12	15,000.00	4	5,000.00	2	2,500.00	4	5,000.00		
61	Epson 73N Ink Set	3,000.00	4	12,000.00	1	3,000.00	1	3,000.00	1	3,000.00		
62	Canon Ink T-40 Black	1,250.00	8	10,000.00	1	1,250.00	1	1,250.00	4	5,000.00		
63	Canon Ink T-41 Colored	1,350.00	6	8,100.00		-	1	1,350.00	4	5,400.00		
64	Ink man Refill HP Black	400.00	4	1,600.00	2	800.00		-	2	800.00		
65	Ink man Refill Colored	450.00	5	2,250.00	1	450.00		-	2	900.00		
66	USB 4 GB	700.00	2	1,400.00	1	700.00		-	1	700.00		
67	Mouse with Pad	400.00	4	1,600.00		-		-	4	1,600.00		
68	CDR with Case	40.00	24	960.00	6	240.00		-	12	480.00		
69	CDR	12.00	24	288.00	12	144.00		-	12	144.00		
Grand Total				143,510.00		47,156.00		21,918.00		49,560.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT						Page <u>1</u> of <u>2</u> Pages	
Department/Office: City Planning & Dev't. Office				Regular	Contingency		TOTAL			Date Submitted: _____	
				P122,827.00			P122,827.00				
Item	DESCRIPTION	Unit	QTY	DISTRIBUTION							
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

No.		Cost	QTY	Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
1	Book Paper (A4)	225.00	12	2,700.00	4	900.00	4	900.00	4	900.00		
2	Book Paper (long)	235.00	12	2,820.00	4	940.00	4	940.00	4	940.00		
3	Book Paper Short	210.00	12	2,520.00	4	840.00	4	840.00	4	840.00		
4	HP 21	1,050.00	8	8,400.00	3	3,150.00	3	3,150.00	2	2,100.00		
5	HP 22	1,250.00	8	10,000.00	3	3,750.00	3	3,750.00	2	2,500.00		
6	13A Laser Jet Ink	4,750.00	2	9,500.00	1	4,750.00		-	1	4,750.00		
7	35A Laser Jet Ink	4,800.00	4	19,200.00	2	9,600.00	1	4,800.00	1	4,800.00		
8	Spiral Binder ½"	38.00	25	950.00	10	380.00	10	380.00		-		
9	Spiral Binder 1"	58.00	15	870.00	5	290.00	5	290.00		-		
10	Staple Wire #10 (Small box)	8.50	20	170.00	10	85.00	5	42.50	5	42.50		
11	Record Book (500 leaves)	85.00	2	170.00	2	170.00		-		-		
12	Columnar Pad (5 columns)	28.00	6	168.00	6	168.00		-		-		
13	Columnar Pad (14 columns)	58.00	1	58.00	1	58.00		-		-		
14	Battery AA (Energizer)	48.00	6	288.00	2	96.00	2	96.00	2	96.00		
15	Musking Tapes (2 inches)	42.50	4	170.00	2	85.00	1	42.50	1	42.50		
16	Paper Fastener (Plastic)	43.00	2	86.00	2	86.00		-		-		
17	Paper Clip-Plastic (Big)	30.00	6	180.00	3	90.00	3	90.00		-		
18	Paper Clip-Plastic (Small)	18.00	6	108.00	3	54.00	3	54.00		-		
19	Floor Wax	450.00	2	900.00	1	450.00	1	450.00		-		
20	CD-R	35.00	8	280.00	4	140.00	4	140.00		-		
	<b>Total</b>			<b>59,538.00</b>		<b>26,082.00</b>		<b>15,965.00</b>		<b>17,011.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.				AMOUNT						Page <u>2</u> of <u>2</u> Pages			
Department/Office: City Planning & Dev't. Office				Regular		Contingency		TOTAL		Date Submitted: _____			
				P122,827.00				P122,827.00					
Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION									
				Total		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	
	Sub-total brought forwarded			59,538.00		26,082.00		15,965.00		17,011.00			
21	Staple Wire #35	48.00	4	192.00	2	96.00	2	96.00		-			
22	Muriatic Acid	12.00	8	96.00	2	24.00	2	24.00	2	24.00			
23	White Folder - Long	5.00	25	125.00	10	50.00	10	50.00	5	25.00			
24	Morocco - Long (Assorted)	10.00	50	500.00	25	250.00	10	100.00	15	150.00			
25	PVC Cover	845.00	2	1,690.00	1	845.00	1	845.00		-			
26	Ballpen	5.00	50	250.00	25	125.00	15	75.00	10	50.00			

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

27	Pentel Pen (Assorted)	45.00	8	360.00	4	180.00	4	180.00		-	
28	Pencil (Mongol No. 1)	68.00	2	136.00	1	68.00	1	68.00		-	
29	Scotch Tapes (2 inches)	35.00	4	140.00	2	70.00	2	70.00		-	
30	Gasoline	52.00	1150	59,800.00	300	15,600.00	300	15,600.00	300	15,600.00	
Grand Total				122,827.00		43,390.00		33,073.00		32,860.00	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>1</u> of <u>1</u> Pages
Department/Office: City Treasurer's Office	Regular	Contingency	TOTAL	Date Submitted: _____
	P121,798.00		P121,798.00	

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
1	Mimeographing Services	200.00	356	71,200.00	89	17,800.00	89	17,800.00	89	17,800.00		
2	Xerox Services	2.00	1000	2,000.00	250	500.00	250	500.00	250	500.00		
3	Bond Paper Long	125.00	8	1,000.00	2	250.00	2	250.00	2	250.00		
4	Bond Paper Short	110.00	20	2,200.00	5	550.00	5	550.00	5	550.00		
5	Bookpaper Long	220.00	40	8,800.00	10	2,200.00	10	2,200.00	10	2,200.00		
6	Bookpaper Short	200.00	60	12,000.00	15	3,000.00	15	3,000.00	15	3,000.00		
7	Paper Fastener	38.00	8	304.00	2	76.00	2	76.00	2	76.00		
8	Staple Wire (B-8 Bostitch)	58.00	12	696.00	3	174.00	3	174.00	3	174.00		
9	Staple Wire (Swingline)	58.00	12	696.00	3	174.00	3	174.00	3	174.00		
10	Staple Wire (Max 35-5M)	48.00	12	576.00	3	144.00	3	144.00	3	144.00		
11	Paper Clips	15.00	12	180.00	3	45.00	3	45.00	3	45.00		
12	Rubber Band (Big)	120.00	8	960.00	2	240.00	2	240.00	2	240.00		
13	Rubber Band (Small)	20.00	12	240.00	3	60.00	3	60.00	3	60.00		
14	Stencil (Gestetner)	720.00	1	720.00	1	720.00		-		-		
15	Ballpen	300.00	16	4,800.00	4	1,200.00	4	1,200.00	4	1,200.00		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

16	Alcohol (Johnson)	55.00	96	5,280.00	24	1,320.00	24	1,320.00	24	1,320.00		
17	Carbon Paper (club)	698.00	12	8,376.00	3	2,094.00	3	2,094.00	3	2,094.00		
18	Mailing Envelope (Thick)	310.00	2	620.00	1	310.00		-	1	310.00		
19	Scotch Tape	25.00	4	100.00	1	25.00	1	25.00	1	25.00		
20	Mailing Stamp @ P5.00	5.00	100	500.00	25	125.00	25	125.00	25	125.00		
21	Paper Puncher	275.00	2	550.00	1	275.00		-	1	275.00		
Grand Total				121,798.00		31,282.00		29,977.00		30,562.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>1</u> of <u>4</u> Pages
Department/Office: Slaughterhouse Office	Regular P83,118.00	Contingency	TOTAL P83,118.00	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
1	Alcohol (500ml 70%)	78.00	75	5,850.00	30	2,340.00		-	45	3,510.00		
2	Ballpen (Ordinary)	6.00	24	144.00	12	72.00		-	12	72.00		
3	Ballpen (Pilot Black)	25.00	100	2,500.00	50	1,250.00		-	50	1,250.00		
4	Battery ('AA')	20.00	20	400.00		-		-	20	400.00		
5	Battery (Energizer)	90.00	20	1,800.00	12	1,080.00	8	720.00		-		
6	Bond Paper (Long)	160.00	8	1,280.00	2	320.00	2	320.00	2	320.00		
7	Bond Paper (Short)	145.00	8	1,160.00	2	290.00	2	290.00	2	290.00		
8	Book Paper (Long)	250.00	31	7,750.00	17	4,250.00	1	250.00	12	3,000.00		
9	Book Paper (Short)	240.00	31	7,440.00	17	4,080.00	1	240.00	12	2,880.00		
10	Boots White (size 9)	420.00	10	4,200.00	5	2,100.00		-	5	2,100.00		
11	Broom Stick	15.00	10	150.00	10	150.00		-		-		
12	Carbon Paper	110.00	7	770.00	7	770.00		-		-		
13	Chlorine	175.00	70	12,250.00	30	5,250.00		-	40	7,000.00		
14	Cl-41 Color Ink	1,450.00	2	2,900.00		-		-	2	2,900.00		
15	Computer Ribbon (Fullmark #8750)	75.00	10	750.00		-		-	10	750.00		
16	Correction Fluid	45.00	10	450.00		-		-	10	450.00		
17	Correction Pen	180.00	4	720.00	1	180.00	1	180.00	1	180.00		
18	Dater	95.00	2	190.00		-		-	2	190.00		
19	Dust Pan	65.00	5	325.00	5	325.00		-		-		
20	Fastener	48.00	1	48.00	1	48.00		-		-		
Total				51,077.00		22,505.00		2,000.00		25,292.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Approved by :

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

Prepared by : MARIA LUISA R. COMO  
General Services Officer

MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>	Page <u>2</u> of <u>4</u> Pages
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Department/Office: Slaughterhouse Office	Regular P83,118.00	Contingency	TOTAL P83,118.00	Date Submitted: _____
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Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			51,077.00		22,505.00		2,000.00		25,292.00		
21	Faucet Plastic (Watertec)	195.00	7	1,365.00		-		-	7	1,365.00		
22	Floor Mop	175.00	3	525.00		-	3	525.00		-		
23	Floor Mop Refill	75.00	15	1,125.00	15	1,125.00		-		-		
24	Floorwax (Star Wax Brand)	280.00	2	560.00		-	2	560.00		-		
25	Flourescent Bulb 15 watts	90.00	5	450.00	5	450.00		-		-		
26	Flourescent Tube 40 watts	110.00	16	1,760.00	16	1,760.00		-		-		
27	Folder (Long)	5.00	96	480.00	24	120.00	24	120.00	24	120.00		
28	Folder (Short)	4.00	48	192.00	12	48.00		-	24	96.00		
29	Folder Green Long	12.00	39	468.00		-		-	39	468.00		
30	Ink	500.00	12	6,000.00	4	2,000.00	4	2,000.00	4	2,000.00		
31	Mask	12.00	80	960.00	40	480.00		-	40	480.00		
32	Masking Tape 2"	30.00	3	90.00	1	30.00		-	1	30.00		
33	Masking Tape 2433 (1") width 50m	22.00	2	44.00		-	2	44.00		-		
34	Memory Card 4GB	800.00	1	800.00	1	800.00		-		-		
35	Memory Card Reader	1,400.00	1	1,400.00		-		-	1	1,400.00		
36	Nozzle Power Spray	550.00	5	2,750.00	5	2,750.00		-		-		
37	Paper Clip	28.00	2	56.00		-		-	2	56.00		
38	Pencil	72.00	3	216.00	2	144.00		-	1	72.00		
39	Pentel Pen	35.00	3	105.00	1	35.00		-	1	35.00		
	<b>Total</b>			70,423.00		32,247.00		5,249.00		31,414.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>	Page <u>3</u> of <u>4</u> Pages
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Department/Office: Slaughterhouse Office	Regular P83,118.00	Contingency	TOTAL P83,118.00	Date Submitted: _____
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Item	DESCRIPTION	Unit	DISTRIBUTION				
			Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter





### PROCUREMENT PROGRAM For the Year 2011

Name of City Government Unit : City of Mati

16	Sign pen	75.00	20	1,500.00	5	375.00	5	375.00	5	375.00		
17	Muriatic Acid	150.00	8	1,200.00	2	300.00	2	300.00	2	300.00		
18	Record Book (500 pages)	98.00	8	784.00	2	196.00	2	196.00	2	196.00		
19	Alcohol	85.00	6	510.00	2	170.00	2	170.00	2	170.00		
20	Pilot Pen	25.00	36	900.00	12	300.00	12	300.00	12	300.00		
Total				128,414.00		53,113.00		40,473.00		29,477.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	AMOUNT						Page <u>2</u> of <u>2</u> Pages	
Department/Office: CiENRO	Regular	Contingency			TOTAL			
	P140,156.00				P140,156.00			
								Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION									
				Total		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	
	Sub-total brought forwarded			128,414.00		53,113.00		40,473.00		29,477.00			
21	Spiral Binder 1"	48.00	15	720.00	5	240.00	5	240.00	5	240.00			
22	Tissue Paper	15.00	36	540.00	12	180.00	12	180.00	12	180.00			
23	Fastener	38.00	4	152.00	2	76.00	2	76.00		-			
24	Columnar (12 columns)	30.00	12	360.00	4	120.00	4	120.00	4	120.00			
25	Pencil Mongol	72.00	10	720.00	3	216.00	3	216.00	4	288.00			
26	Battery Megaphone	95.00	40	3,800.00	10	950.00	10	950.00	10	950.00			
27	Cartolina	8.00	50	400.00	15	120.00	15	120.00	15	120.00			
28	Manila paper	4.00	150	600.00	40	160.00	40	160.00	40	160.00			
29	Fax Paper	85.00	10	850.00	4	340.00	3	255.00	3	255.00			
30	Staple Wire No. 35	55.00	6	330.00	2	110.00	2	110.00	2	110.00			
31	Mailing Envelop	350.00	1	350.00	1	350.00		-		-			
32	Brown Folder (Short)	4.00	20	80.00	5	20.00	5	20.00	10	40.00			
33	Brown Folder (Long)	6.00	20	120.00	5	30.00	5	30.00	10	60.00			
34	Pentel Pen (Black & White)	68.00	40	2,720.00	10	680.00	10	680.00	20	1,360.00			
Grand Total				140,156.00		56,705.00		43,630.00		33,360.00			

This is to certify that the above procurement program is in accordance with the objectives of this office.

Approved by :

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

Prepared by : MARIA LUISA R. COMO  
General Services Officer

MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>	Page <u>1</u> of <u>2</u> Pages
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Department/Office: City Social Welfare & Development Office	Regular P72,731.60	Contingency	TOTAL P72,731.60	Date Submitted: _____
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Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
1	Alcohol (Big)	68.00	1	68.00	1	68.00		-		-		
2	Ballpen ( Ordinary, Assrtd.)	7.00	20	140.00	8	56.00		-	8	56.00		
3	Ballpen Pilot (Assrtd.)	25.00	15	375.00	7	175.00		-	5	125.00		
4	Bond Paper (Long)	150.00	10	1,500.00		-	5	750.00		-		
5	Bond Paper (Short)	140.00	10	1,400.00		-	5	700.00		-		
6	Book Paper (Long)	250.00	25	6,250.00	5	1,250.00	9	2,250.00	6	1,500.00		
7	Book Paper (Short)	240.00	22	5,280.00	4	960.00	9	2,160.00	5	1,200.00		
8	Booklet for Food Commodities	9.00	1000	9,000.00		-		-	1000	9,000.00		
9	Booklets for Medicines	8.00	1021	8,168.00		-		-	1021	8,168.00		
10	Brown Envelope (Short)	2.60	11	28.60		-		-	11	28.60		
11	Brown Folder Long	6.00	45	270.00	10	60.00	10	60.00	15	90.00		
12	Carbon Paper (Long)	150.00	15	2,250.00	7	1,050.00		-	5	750.00		
13	Cartolina Assrtd.	9.00	50	450.00	15	135.00	15	135.00	15	135.00		
14	Cartridge Epson LX300+	150.00	15	2,250.00		-	7	1,050.00		-		
15	Elmer's Glue	55.00	3	165.00		-	2	110.00	1	55.00		
16	Green Folder w/o tab (Long)	12.00	30	360.00	10	120.00		-	10	120.00		
17	Log Book	90.00	20	1,800.00	7	630.00	2	180.00	6	540.00		
18	Masking Tape (1 inch)	30.00	10	300.00	3	90.00		-	4	120.00		
19	Pencil (Mongol 1&2)	72.00	10	720.00	5	360.00		-	5	360.00		
20	PIXMA MP150 CL40 (Black)	1,450.00	10	14,500.00	2	2,900.00	5	7,250.00	3	4,350.00		
	Total			55,274.60		7,854.00		14,645.00		26,597.60		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>	Page <u>2</u> of <u>2</u> Pages
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Department/Office: City Social Welfare & Development Office	Regular P72,731.60	Contingency	TOTAL P72,731.60	Date Submitted: _____
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Item	DESCRIPTION	Unit	DISTRIBUTION				
			Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter



### PROCUREMENT PROGRAM For the Year 2011

Name of City Government Unit : City of Mati

8	Folder Green Long	15.00	25	375.00	15	225.00		-	10	150.00		
9	Toilet Deodorant Cake	40.00	200	8,000.00	75	3,000.00	75	3,000.00	50	2,000.00		
10	Scotch Tape	35.00	10	350.00	5	175.00		-	5	175.00		
11	Masking Tape	25.00	10	250.00		-	5	125.00	5	125.00		
12	White Board Pen	60.00	10	600.00	5	300.00	5	300.00		-		
13	Correction Fluid	30.00	10	300.00	5	150.00		-	5	150.00		
14	Fastener Plastic	35.00	3	105.00	3	105.00		-		-		
15	Paper Clip Plastic	30.00	3	90.00	3	90.00		-		-		
16	Staple Wire No. 35	55.00	7	385.00	4	220.00		-	3	165.00		
17	Sign Pen Pilot no. .05	360.00	3	1,080.00	1	360.00	1	360.00	1	360.00		
18	Organizer Box	180.00	6	1,080.00	3	540.00		-	3	540.00		
19	Small Battery AA	960.00	2	1,920.00	1	960.00	1	960.00		-		
20	Muriatic Acid	95.00	30	2,850.00	10	950.00	10	950.00	10	950.00		
Total				36,665.00		17,660.00		14,390.00		4,615.00		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	AMOUNT			Page <u>2</u> of <u>4</u> Pages
Department/Office: Mati Centennial Transport Terminal Complex	Regular	Contingency	TOTAL	Date Submitted: _____
	P112,638.00		P112,638.00	

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			36,665.00		17,660.00		14,390.00		4,615.00		
21	Floor Mop Foam	190.00	30	5,700.00	10	1,900.00	10	1,900.00	10	1,900.00		
22	Air Freshener	165.00	20	3,300.00	10	1,650.00		-	10	1,650.00		
23	Plate Organizer OROCAN	1,350.00	2	2,700.00	2	2,700.00		-		-		
24	Cup and Saucer	390.00	2	780.00	2	780.00		-		-		
25	Spoon and Fork	100.00	2	200.00	2	200.00		-		-		
26	Plate Plastic	120.00	2	240.00	2	240.00		-		-		
27	Vulca Seal	340.00	3	1,020.00		-	3	1,020.00		-		
28	Glass Cleaner	170.00	20	3,400.00	5	850.00	5	850.00	10	1,700.00		
29	Floor Mop with Stick	200.00	12	2,400.00	4	800.00	4	800.00	4	800.00		
30	Nylon No. 200	550.00	1	550.00	1	550.00		-		-		
31	Push Pin Plastic	45.00	2	90.00		-	2	90.00		-		
32	Broom (Bagiuo)	50.00	24	1,200.00	12	600.00		-	12	600.00		
33	Broom (Walis Tingting)	20.00	50	1,000.00	25	500.00		-	25	500.00		
34	Exhaust Fan 12 Inches	1,200.00	3	3,600.00		-		-		-		

**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

35	Wall Fan 3D	1,400.00	2	2,800.00		-	1	1,400.00	1	1,400.00	
36	Wall Mounted Emergency Light	1,000.00	3	3,000.00		-		-		-	
37	Steel Cabinet 2 Drawers	4,000.00	1	4,000.00		-		-	1	4,000.00	
38	Toilet Urinal Cleaner 900ml	175.00	20	3,500.00	10	1,750.00	10	1,750.00		-	
39	Received Stamp with Dater	95.00	3	285.00	3	285.00		-		-	
<b>Total</b>				<b>76,430.00</b>		<b>30,465.00</b>		<b>22,200.00</b>		<b>17,165.00</b>	

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>3</u> of <u>4</u> Pages
Department/Office: Mati Centennial Transport Terminal Complex	Regular P112,638.00	Contingency	TOTAL P112,638.00	Date Submitted: _____

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			76,430.00		30,465.00		22,200.00		17,165.00		
40	Pencil Mongol	72.00	4	288.00		-		-	4	288.00		
41	Envelope White Long	2.50	100	250.00		-		-	100	250.00		
42	Stand Fan	2,000.00	1	2,000.00	1	2,000.00		-		-		
43	Christmas Lights	40.00	50	2,000.00		-		-	50	2,000.00		
44	Plastic Chairs 3 Seaters	1,000.00	2	2,000.00		-		-		-		
45	Floor Mat	100.00	10	1,000.00		-		-	10	1,000.00		
46	Organizer Box	250.00	4	1,000.00		-		-	4	1,000.00		
47	Pentel Pen	40.00	10	400.00		-		-	10	400.00		
48	Eraser Technic 600	40.00	10	400.00		-		-	10	400.00		
49	SL 20W with cover	330.00	10	3,300.00		-	10	3,300.00		-		
50	Flourescent Lamp Tube 40W	80.00	20	1,600.00		-	20	1,600.00		-		
51	Flourescent Lamp Tube 20W	60.00	20	1,200.00		-	20	1,200.00		-		
52	Starter 40W	200.00	4	800.00		-	4	800.00		-		
53	Starter 20W	200.00	4	800.00		-	4	800.00		-		
54	Receptacle 4x4 Poly	35.00	20	700.00		-	20	700.00		-		
55	Flat Cord No. 16	2,570.00	1	2,570.00		-	1	2,570.00		-		
56	Convenience Outlet 4 Gang	60.00	10	600.00		-	10	600.00		-		
57	Electrical Tape	20.00	20	400.00		-	20	400.00		-		
58	Staple Wire	35.00	3	105.00		-	3	105.00		-		
<b>Total</b>				<b>97,843.00</b>		<b>32,465.00</b>		<b>34,275.00</b>		<b>22,503.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Approved by :



**PROCUREMENT PROGRAM  
For the Year 2011**

Name of City Government Unit : City of Mati

No.		Cost	QTY	Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
1	Zonrox	145.00	20	2,900.00	10	1,450.00		-	10	1,450.00		
2	Pilot Ballpen	300.00	30	9,000.00	15	4,500.00		-	15	4,500.00		
3	Bar Soap	25.00	50	1,250.00	25	625.00		-	25	625.00		
4	Alcohol	80.00	100	8,000.00	50	4,000.00		-	50	4,000.00		
5	Signpen	80.00	40	3,200.00	20	1,600.00		-	20	1,600.00		
6	Dipper (Kabu)	25.00	20	500.00	10	250.00		-	10	250.00		
7	Faucet Plastic	55.00	20	1,100.00	10	550.00		-	10	550.00		
8	Tissue Paper	15.00	200	3,000.00	100	1,500.00		-	100	1,500.00		
9	Marine Epoxy	320.00	2	640.00	1	320.00		-	1	320.00		
10	Flourescent Tube 40watts	105.00	30	3,150.00	15	1,575.00		-	15	1,575.00		
11	Padlock 50mm	166.00	2	332.00	2	332.00		-		-		
12	Mongol Pencil	60.00	2	120.00	1	60.00		-	1	60.00		
13	Correction Fluid (Touch & Go)	42.00	20	840.00	10	420.00		-	10	420.00		
14	Record Book 500pp. (Veco Product)	248.00	20	4,960.00	10	2,480.00		-	10	2,480.00		
15	Stamp Pad Felt 70mmx100mm (Joy Brand)	85.00	4	340.00	2	170.00		-	2	170.00		
16	Battery AA	16.50	40	660.00	20	330.00		-	20	330.00		
17	Wyteboard Marker (Black Pilot)	58.00	10	580.00	5	290.00		-	5	290.00		
18	Stick Broom	15.00	30	450.00	15	225.00		-	15	225.00		
19	Soft Broom	50.00	10	500.00	5	250.00		-	5	250.00		
20	Steel Wool	70.00	15	1,050.00	10	700.00		-	5	350.00		
	<b>Total</b>			<b>42,572.00</b>		<b>21,627.00</b>		<b>-</b>		<b>20,945.00</b>		

This is to certify that the above procurement program is in accordance with the objectives of this office.

Prepared by : MARIA LUISA R. COMO  
General Services Officer

Approved by : MICHELLE N. RABAT  
CITY MAYOR

Program Control No.	<b>AMOUNT</b>			Page <u>2</u> of <u>3</u> Pages
Department/Office: Mati Public Market Office	Regular	Contingency	TOTAL	Date Submitted: _____
	P169,085.00		P169,085.00	

Item No.	DESCRIPTION	Unit Cost	QTY	DISTRIBUTION								
				Total	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Cost	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	Sub-total brought forwarded			42,572.00		21,627.00		-		20,945.00		
21	Trash Can	215.00	10	2,150.00	5	1,075.00		-	5	1,075.00		
22	Dust Pan (big)	108.00	10	1,080.00	5	540.00		-	5	540.00		
23	Ballast 40watts	175.00	10	1,750.00	5	875.00		-	5	875.00		
24	Electrical Tape (Big)	32.50	4	130.00	2	65.00		-	2	65.00		
25	Slippers	60.00	4	240.00	2	120.00		-	2	120.00		
26	Soap Powder	135.00	10	1,350.00	5	675.00		-	5	675.00		



