

	Stamping Dater									
	Stapler, standard							2,213.52		
	Air Freshener, aerosol, 280ml/150g min							2,449.20		
	Broom, soft (Tambo)							832.00		
	Cleaner, Toilet bowl and urinal							332.80		
	Detergent Powder, all purpose							499.20		
	Insecticide, aerosol							940.16		
	Dust pan, non-rigid, plastic							145.12		
	Rags, all cotton							170.72		
	Toilet Tissue paper, 2 ply sheet							302.28		
	Trashbag, plastic, 10 pcs. Per roll/ pack							1,119.04		
	Wastebasket, non-rigid plastic							286.80		
5020301000	Common- use Supplies and Materials Not available at PS	AS	NP - Small Value	Delegated to the Supply and Procurement Unit						Office Supplies and material not available at PS
	Ballpoint pen, fine point, black							1,000.00		
	Carbon film, polyethylene (A4)							5,925.00		
	Flash Drive, USB 2.0 2gig									
	Ink, EPSON Laser Printer L100							1,450.00		
	Ink, Toner, Cartridge CE285A							150,000.00		
	Ink, Toner, Cartridge CE278A							15,000.00		
	Paper, bond, short									
5020301000	Office Equipment Availaible at PS	AS	NP- Agency to Agency	Delegated to the Supply and Procurement Unit						Office equipment available at PS
	Flourescent Tube, 36w, 220 volts							1,815.00		
	Flourescent Fixture							10,920.00		
	Printer, dot matrix, EPSON LX300+							23,326.08		
	Electric Fan, Stand Type									
	Philippine National Flag							1,114.88		
	Chair, Monobloc, White w/backrest									
	Calculator, compact, electronic, 12 digits							2,028.00		
5020301000	Office Equipment Not Available at PS	AS	NP - Small Value	Delegated to the Supply and Procurement Unit						Office equipment not available at PS
	Air- conditioner, window type									
	Computer Set (CPU, monitor, keyboard, m	AS								
B. TRAVELING EXPENSES										
5020101000	Traveling Expenses - Local	AS	NP-Small Value	As scheduled					200,000.00	Contract of Lease with Intestate Estate of Hector Tan
C. UTILITIES										
5020101000	Water Supply	AS	Direct Contracting	Delegated to Administrative Service					30,000.00	Calamba Water District
	Electric/Power Supply	AS	Direct Contracting	Delegated to Administrative Service					590,000.00	MERALCO
D. COMMUNICATION EXPENSES										
5020501000	Postage and Deliveries	AS	Direct Contracting	Delegated to Administrative Service					980,000.00	Philippine Postal Corporation
5020502002	Telephone - Landline	AS	Direct Contracting	Delegated to Administrative Service					10,000.00	PLDT
5020502001	Telephone - Mobile	AS	Not Applicable	Delegated to Administrative Service					30,000.00	Mobile allowance for the Executive Labor Arbiter
5020503000	Internet	AS	Direct Contracting	Delegated to Administrative Service					90,000.00	PLDT
E. RENT EXPENSES										
5029905001	RENTAL - OFFICE BUILDING	AS	Direct Contracting	Delegated to Administrative Service					924,000.00	Contract of Lease with Intestate Estate of Hector Tan
F. REPAIRS AND MAINTENANCE										
5021305002	Office Equipment, Furniture and Fixtures	AS	NP-Small Value	Delegated to Administrative Service					50,000.00	Repairs and maintenance as needed
5021306001	Motor Vehicle	AS	NP-Small Value	Delegated to Administrative Service					20,000.00	Repairs and maintenance as needed
G. EXTRAORDINARY AND MISCELLANEOUS										

5021003000	Extraordinary and Miscellaneous Expenses	AS	Not Applicable	Delegated to Administrative Service		924,000.00	EME allowance of six (6) Labor Arbiters
H. Professional Services							
5021202000	Janitorial Manpower Services	AS	Not Applicable	Delegated to Administrative Service - Main Office		160,000.00	Provision of one (1) janitorial attendant
I. TAXES, INSURANCE, BOND							
5021502000	Fidelity Bond Premium	AS	Not Applicable	Delegated to Administrative Service		30,000.00	Fidelity Bond for Accountable personnel and Sheriffs
J. OTHER MISCELLANEOUS AND OTHER OPERATING EXPENSES							
502999099	Other MOOE	AS	NP-Small Value	Delegated to Administrative Service		50,000.00	Expenses as required
	GAD Training/Seminar		Not Applicable	As scheduled		200,000.00	As scheduled

Prepared by:

Certified Funds Available:

Approved:

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Administrative Officer I

JOYCE ANN E. AWITAN
Budget Officer

DANNA M. CASTILLON
Chairman, BAC

MA. ROAN MENDOZA
LAA/ Acting Accountant

GENEROSO V. SANTOS
Executive Labor Arbitrer

DEFINITION

1. PROGRAM (BESF)– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

2. PROJECT (BESF)– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

3. PMO/End User - Unit as proponent of program or project

4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

5. Schedule for Each Procurement Activity - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund

7. Estimated Budget - Agency approved estimate of project/program costs

Breakdown into mooe and co for tracking purposes; aligned with budget documents

8. Remarks - brief description of program or project

Any remark that will help GPPB track programs and projects