

ANNUAL PROCUREMENT PLAN FOR 2021-04  
For Common-Use Supplies and Equipment

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Department/Bureau/Office: DEPARTMENT OF BUDGET AND MANAGEMENT  
Region: REGIONAL OFFICE NO. VII  
Address: SUDLON, LAHUG, CEBU CITY

Agency Account Code: 060010300007

Contact Person: CHERRY CRIS A. GARATE  
Position: ADMINISTRATIVE OFFICER III / DESIGNATED SUPPLY OFFICER  
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES																					
1 Electric Fan, Wall Mounted, 16-20"	unit													1				1	1	1,475.00	1,475.00
2 Face Shield, Full Face, Direct Splash Protection	pc													35				35	35	15.00	525.00
Total																					2,000.00

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

Prepared by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved by:

 Digitally signed by  
Cherry Cris  
A. Garate

 Digitally signed  
by Janina I.  
Mamalo

 Digitally signed by  
Sanchez Ricky Lee  
Date: 2021.10.20  
18:35:11 +08'00'

CHERRY CRIS A. GARATE  
Property/Supply Officer

JANINA I. MAMALO  
Accountant /  
Local Budget Officer

RICKY L. SANCHEZ  
Head of Office/Agency