

Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
 Siocon Campus, Siocon, Zamboanga del Norte
ANNUAL PROCUREMENT PLAN (APP) for FY 2020

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Office Supplies (GAA)												
AO-2	Purchase of Keyboard for Accounting Office	Bookkeeper	NP-53.9 - Small Value Procurement	9/9/2020	N/A	9/24/2020	9/30/2020	GAA	1,000.00	1,000.00		
BO-4	Purchase of Toner Cartridge and Wireless Keyboard for Budget Office	Budget Officer	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	41,000.00	41,000.00		
DO-3	Purchase of Rubber Stamp and Epson Ribbon Cartridge for Disbursing Office	Disbursing Officer	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	9,150.00	9,150.00		
									51,150.00	Total of Office Supplies (GAA)		
Accountable Forms (GAA)												
DO-2	Purchase of Accountable Forms for Disbursing Office	Disbursing Officer	NP-53.5 - Agency-to-Agency	N/A	N/A	6/18/2020	6/24/2020	GAA	22,500.00	22,500.00		
									22,500.00	Total of Accountable Forms (GAA)		
Fuel, Oil and Lubricants (GAA)												
DRV-1	Purchase of Oil for the Service Jeep	Driver	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	12,600.00	12,600.00		
PP-1	Purchase of Diesel Oil for the Generating Set	Power Plant Operator	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	10,000.00	10,000.00		
									22,600.00	Total of Fuel, Oil and Lubricants (GAA)		
Other Supplies (GAA)												
ELEC-1	Purchase of Electrical Supplies for Electrical Maintenance	Electrical Maintenance Chairperson	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	79,580.00	79,580.00		
ELEC-2	Purchase of Electrical Materials and Christmas Decorations for Light-A-Tree during Christmas Season	Electrical Chairperson	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	GAA	80,000.00	80,000.00		
SchM-1	Purchase of Supplies and Materials for School Maintenance	School Maintenance Chairperson	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	66,005.00	66,005.00		
ADMIN-5	Purchase of Curtain for Administrator's Office	Campus Administrator	NP-53.9 - Small Value Procurement	9/9/2020	N/A	9/24/2020	9/30/2020	GAA	6,500.00	6,500.00		
ADMIN-4	Purchase of Supplies for Academic Convocation and Joint Administrative and Academic Council Meeting 2020	Campus Administrator	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	GAA	30,000.00	30,000.00		
ADMIN-2	Purchase of Other Supplies for Honor's Day 2020	Campus Administrator	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	GAA	5,000.00	5,000.00		

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ADMIN-3	Purchase of Other Supplies for Graduation Ceremony 2020	Campus Administrator	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	GAA	25,000.00	25,000.00			
HRMO-2	Purchase of Tarpaulin for Human Resource Management Office	HRMO	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	GAA	2,800.00	2,800.00			
ADSAS-3	Purchase of Tarpaulin for Student Affairs and Services Office	Student Affairs Dean	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	GAA	2,400.00	2,400.00			
DRV-2	Purchase of Car Shampoo and Car Scent for Service Jeep	Driver	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	GAA	2,610.00	2,610.00			
GAD-2	Purchase of T-shirt and Tarpaulin for GAD Activities	GAD Focal Person	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	66,000.00	66,000.00			
Repair and Molntenance, Motor Vehicle (GAA)									365,895.00	Total of Other Supplies (GAA)			
DRV-3	Purchase of Materials for Repair and Maintenance of Service Jeep	Driver	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	197,100.00	197,100.00			
Repair and Molntenance, Other Mochinery and Equipment (GAA)									197,100.00	Total of Repair and Maintenance, Motor Vehicle (GAA)			
PP-2	Purchase of Automotive Battery for Power Plant	Power Plant Operator	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	GAA	12,000.00	12,000.00			
GSO-2	Purchase of Materials for Repair and Maintenance of Grass Cutter	Cleanliness Chairperson	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	14,700.00	14,700.00			
Representation Expense (GAA)									26,700.00	Total of Repair and Maintenance, Other Machinery and Equipment (GAA)			
ADMIN-4.1	Supply and Delivery of Meals and Snacks for Academic Convocation and Joint Administrative and Academic Council Meetine 2020	Campus Administrator	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	GAA	170,000.00	170,000.00			
ADMIN-2.1	Hotel Accommodation for Honor's Day 2020	Campus Administrator	NP - 53.10 Lease of Real Property and Venue	N/A	N/A	5/21/2020	5/27/2020	GAA	2,400.00	2,400.00			
ADMIN-2.2	Supply and Delivery of Meals and Snacks for Honor's Day 2020	Campus Administrator	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	GAA	2,600.00	2,600.00			
ADMIN-3.1	Hotel Accommodation for Graduation Ceremony 2020	Campus Administrator	NP - 53.10 Lease of Real Property and Venue	N/A	N/A	5/21/2020	5/27/2020	GAA	15,000.00	15,000.00			
ADMIN-3.2	Supply and Delivery of Meals and Snacks for Graduation Ceremony 2020	Campus Administrator	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	GAA	50,000.00	50,000.00			
GAD-2.1	Supply and Delivery of Meals and Snacks for GAD Activities	GAD Focal Person	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	GAA	40,350.00	40,350.00			
Office Supplies (STF)									280,350.00	Total of Representation Expense (GAA)			

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SSG-5.2	Purchase of Office Supplies for General Orientation 2020	SSG Adviser	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/26/2020	STF	2,000.00	2,000.00		
CASGOV-2.2	Purchase of Office Supplies for CAS Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	3,270.00	3,270.00		
CITGOV-2.2	Purchase of Office Supplies for CIT Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	3,270.00	3,270.00		
CEDGOV-5	Purchase of Office Supplies for CED Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/26/2020	STF	806.00	806.00		
CEDGOV-6	Purchase of Office Supplies for Teacher's Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	806.00	806.00		
CEDGOV-7	Purchase of Office Supplies for Unity Day 2020	SSG Adviser	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	STF	806.00	806.00		
QAC-2	Purchase of Office Supplies for Quality Assurance Center	QAC Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	69,640.94	69,640.94		
SchPub-2	Purchase of Toner for Develop Ineo+ 224e Printer for School Publication Office	School Pub Adviser	Direct Contracting	N/A	N/A	7/23/2020	7/29/2020	STF	17,200.00	17,200.00		
LIB-2	Purchase of Toner of Printer for Library	Librarian	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	40,000.00	40,000.00		
RES-2	Purchase of Toner of Printer for Research Office	Research Unit Head	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	40,000.00	40,000.00		
CAS-2	Purchase of Toner of Printer for CAS Office	CAS Dean	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	40,000.00	40,000.00		
Drugs and Medicine (STF)									217,798.94	Total of Office Supplies (STF)		
CLI-2	Purchase of Drugs and Medicine for School Clinic	Nurse	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	69,967.90	69,967.90		
MedLab-2	Purchase of Drugs and Medicine for Medical Laboratory	Med Lab In-Charge	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	5,609.00	5,609.00		
Laboratory Supplies (STF)									75,576.90	Total of Drugs and Medicine (STF)		
HMLab-2	Purchase of Laboratory Supplies for Hospitality Management Laboratory	HM Lab In-Charge	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	3,330.00	3,330.00		
AgriLab-2	Purchase of Laboratory Supplies for Agriculture Laboratory	Agriculture Lab In-Charge	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	19,750.00	19,750.00		
SciLab-2	Purchase of Laboratory Supplies for Science and Physics Laboratory	SciePhy Lab In-Charge	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	37,000.00	37,000.00		
MedLab-3	Purchase of Laboratory Supplies for Medical Laboratory	Med Lab In-Charge	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	7,945.00	7,945.00		

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Semi Expendable Item, Office Equipment (STF)									68,025.00	Total of Laboratory Supplies (STF)		
IES-3	Purchase of Water Dispenser, Glue Gun, and Gun Tacker for Incomomics Enterprise Services Office	IES Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	6,000.00	6,000.00		
CDR-2.4	Purchase of Water Dispenser for Campus Disaster Risk Reduction Management Office	CDRRMO	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	7,000.00	7,000.00		
CAS-4	Purchase of Airpot and Dish Dispenser for CAS Office	CAS Dean	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	3,200.00	3,200.00		
QAC-6	Purchase of Binding Machine for Quality Assurance Center	QAC Unit Head	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	15,000.00	15,000.00		
									31,200.00	Total of Semi Expendable Item, Office Equipment (STF)		
Semi Expendable Item, ICT Equipment (STF)												
MIS-2	Purchase of Windows 10 Pro License for Management Information System Office	MIS Unit Head	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	10,500.00	10,500.00		
ComLab2-3	Purchase of Windows 10 Pro and Office Home License for Computer Laboratory 2	Computer Lab 2 In-Charge	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	69,000.00	69,000.00		
ComLab1-3	Purchase of Windows 10 Pro and Office 2016 Home License for Computer Laboratory 1	Computer Lab 1 In-Charge	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	43,500.00	43,500.00		
CAS-4.1	Purchase of Windows 10 Pro and Office 2016 Home License for CAS Department	CAS Dean	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	105,000.00	105,000.00		
MIS-1	Purchase of HDMI Adapter for Management Information System Office	MIS Unit Head	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	1,500.00	1,500.00		
CDR-2.3	Purchase of 1500VA UPS for Campus Disaster Risk Reduction Management Office	CDRRMO	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	5,000.00	5,000.00		
SO-2	Purchase of 1500VA UPS for Supply Office	Supply Officer	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	5,000.00	5,000.00		
									239,500.00	Total of Semi Expendable Item, ICT Equipment (STF)		
Semi Expendable Item, Communication Equipment (STF)												
CDR-2.1	Purchase of Radio Transceiver and Megaphone for Campus Disaster Risk Reduction Management Office	CDRRMO	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	15,000.00	15,000.00		
SEC-1	Purchase of Radio Transceiver for Security Guards	Chief Security	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	5,000.00	5,000.00		
									20,000.00	Total of Semi Expendable Item, Communication Equipment (STF)		
Semi Expendable Item, Disaster and Rescue Equipment (STF)												
CDR-2	Purchase of Disaster and Rescue Equipment for Campus Disaster Risk Reduction Management Office	CDRRMO	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	39,500.00	39,500.00		
									39,500.00	Total of Semi Expendable Item, Disaster and Rescue Equipment (STF)		
Semi Expendable Item, Medical Equipment (STF)												

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CLI-3	Purchase of Sphygmomanometer for School Clinic	Nurse	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	11,000.00	11,000.00		
<i>Semi Expendable Item, Printing Equipment (STF)</i>									11,000.00	<i>Total of Semi Expendable Item, Medical Equipment (STF)</i>		
GAD-3	Purchase of Printer with Refillable Tank System for GAD Office	GAD Focal Person	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	10,000.00	10,000.00		
HRMO-3	Purchase of Printer with Refillable Tank System for Human Resource Management Office	HRMO	NP-53.9 - Small Value Procurement	9/9/2020	N/A	9/24/2020	9/30/2020	STF	10,000.00	10,000.00		
SchPub-4	Purchase of Printer with Refillable Tank System for School Publication Office	School Pub Adviser	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	15,000.00	15,000.00		
ComLab2-2	Purchase of Printer with Refillable Tank System for Computer Laboratory 2	Computer Lab 2 In-Charge	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	15,000.00	15,000.00		
CDR-2.2	Purchase of Printer with Refillable Tank System for Campus Disaster Risk Reduction Management Office	CDRRMO	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	15,000.00	15,000.00		
ComLab1-2	Purchase of Printer with Refillable Tank System for Computer Laboratory 1	Computer Lab 1 In-Charge	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	15,000.00	15,000.00		
AO-3.1	Purchase of Printer with Refillable Tank System for Accounting Office	Bookkeeper	NP-53.9 - Small Value Procurement	9/9/2020	N/A	9/24/2020	9/30/2020	STF	15,000.00	15,000.00		
<i>Semi Expendable Item, Sports Equipment (STF)</i>									95,000.00	<i>Total of Semi Expendable Item, Printing Equipment (STF)</i>		
PESA-1	Purchase of Sports Equipment for PESA Office	PESA Unit Head	NP-53.9 - Small Value Procurement	9/9/2020	N/A	9/24/2020	9/30/2020	STF	46,200.00	46,200.00		
<i>Semi Expendable Item, Technical and Scientific Equipment (STF)</i>									46,200.00	<i>Total of Semi Expendable Item, Sports Equipment (STF)</i>		
SciLab-3	Purchase of Compound Microscope for Science and Physics Laboratory	Sci Phy Lab In-Charge	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	30,000.00	30,000.00		
<i>Semi Expendable Item, Other Machinery and Equipment (STF)</i>									30,000.00	<i>Total of Semi Expendable Item, Technical and Scientific Equipment (STF)</i>		
SEC-1.1	Purchase of Emergency Light and Flashlight for Security Guards	Chief Security	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	5,500.00	5,500.00		
CIT-3.1	Purchase of Automotive Battery and Charger for CIT Department	CIT Dean	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	19,000.00	19,000.00		
HMLab-4	Purchase of Kitchen Equipment for Hospitality Management Laboratory	HM Lab In-Charge	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	7,800.00	7,800.00		
IES-3.1	Purchase of Kitchen Equipment for Inconomics Enterprise Services Office	IES Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	30,500.00	30,500.00		
CAS-4.2	Purchase of Floor Polisher for CAS Office	CAS Dean	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	15,000.00	15,000.00		

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<i>Semi Expendable Item, Furniture and Fixtures (STF)</i>										77,800.00	<i>Total of Semi Expendable Item, Other Machinery and Equipment (STF)</i>		
LIB-4	Purchase of Executive Chair for Library	Librarian	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	5,000.00	5,000.00			
EX-2	Purchase of Executive Chair for Extension Office	Extension Unit Head	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	5,000.00	5,000.00			
AO-3	Purchase of Filing Cabinet and Computer Chair for Accounting Office	Bookkeeper	NP-53.9 - Small Value Procurement	9/9/2020	N/A	9/24/2020	9/30/2020	STF	10,800.00	10,800.00			
CAS-4.3	Purchase of White Boards and Sofa Bed for CAS Department.	CAS Dean	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	60,000.00	60,000.00			
BO-2	Purchase of Filing Cabinet for Budget Office	Budget Officer	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	8,000.00	8,000.00			
REC-2	Purchase of Filing Cabinet and Executive Chair for Records Office	Records Officer	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	13,000.00	13,000.00			
SO-2.1	Purchase of Executive Chair for Supply Office	Supply Officer	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	5,000.00	5,000.00			
REG-3	Purchase of Filing Cabinet for Registrar Office	Registrar	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	16,000.00	16,000.00			
CED-2	Purchase of School Chair for CED Department	CFD Dean	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	60,000.00	60,000.00			
CIT-3	Purchase of School Chair for CIT Department	CIT Dean	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	60,000.00	60,000.00			
<i>Semi Expendable Item, Books (STF)</i>										242,800.00	<i>Total of Semi Expendable Item, Furniture and Fixtures (STF)</i>		
LIB-4.1	Purchase of Books for Library	Librarian	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	500,000.00	500,000.00			
<i>Other Supplies (STF)</i>										500,000.00	<i>Total of Semi Expendable Item, Books (STF)</i>		
CIT-2	Purchase of Other Supplies for CIT Department	CIT Dean	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	19,720.00	19,720.00			
SSG-4.1	Purchase of Other Supplies for Valentines Night 2020	SSG Adviser	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	7,050.00	7,050.00			
SSG-5.1	Purchase of Other Supplies for General Orientation 2020	SSG Adviser	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/26/2020	STF	1,000.00	1,000.00			
SSG-6.1	Purchase of Other Supplies for SSG Election 2020	SSG Adviser	NP-53.9 - Small Value Procurement	8/8/2020	N/A	8/23/2020	8/26/2020	STF	1,000.00	1,000.00			
SSG-7.1	Purchase of Other Supplies for Student Festival 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	20,140.00	20,140.00			

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SSG-8.1	Purchase of Other Supplies for Acquaintance Party 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	7,050.00	7,050.00		
SSG-9.1	Purchase of Other Supplies for University Week 2020	SSG Adviser	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	STF	5,000.00	5,000.00		
CASGOV-2.1	Purchase of Other Supplies for CAS Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	25,640.00	25,640.00		
CITGOV-2.1	Purchase of Other Supplies for CIT Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	25,640.00	25,640.00		
CEDGOV-2	Purchase of Other Supplies for First Aid and Water Safety Symposium	SSG Adviser	NP-53.9 - Small Value Procurement	1/8/2020	N/A	1/23/2020	1/29/2020	STF	1,125.00	1,125.00		
CEDGOV-3	Purchase of Other Supplies for Lesson Planning and Beginning Reading Seminar	SSG Adviser	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	1,145.00	1,145.00		
CEDGOV-4	Purchase of Other Supplies for Grading System Seminar Workshop	SSG Adviser	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	905.00	905.00		
CEDGOV-5.1	Purchase of Other Supplies for CED Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/26/2020	STF	1,935.00	1,935.00		
CEDGOV-6.1	Purchase of Office Supplies for Teacher's Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	2,825.00	2,825.00		
CEDGOV-7.1	Purchase of Office Supplies for Unity Day 2020	SSG Adviser	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	STF	4,605.00	4,605.00		
QAC-3	Purchase of Other Supplies for AACUP OBE Accreditation Visit	QAC Unit Head	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	24,000.00	24,000.00		
QAC-4	Purchase of Other Supplies for ISO Surveillance Audit Visit	QAC Unit Head	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	21,000.00	21,000.00		
QAC-5	Purchase of Other Supplies for 2nd Quality Assurance Conference	QAC Unit Head	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	13,000.00	13,000.00		
HMLab-3	Purchase of Other Supplies for Hospitality Management Laboratory	HM Lab In-Charge	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	3,690.00	3,690.00		
SchPub-3	Purchase of Supplies for Publication Seminar Workshop	School Pub Adviser	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	2,000.00	2,000.00		
ADSAS-5	Purchase of School I.D. for Students who Avail Free Education	Student Affairs Dean	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	93,280.00	93,280.00		
LIB-3	Purchase of Cloth for Library	Librarian	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	8,000.00	8,000.00		
CLI-4	Purchase of Token and Tarpaulin for Health and Medical Programs	Nurse	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	7,800.00	7,800.00		
CUL-3	Purchase of Red Carpet and Drum and Bugle Corp Uniform	Cultural Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	158,500.00	158,500.00		

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CUL-4	Purchase of Costumes/Attire of Contestants on University Week 2020	Cultural Unit Head	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	STF	108,000.00	108,000.00			
GUI-3	Purchase of Tarpaulin for Guidance Office	Guidance Counselor	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	5,000.00	5,000.00			
GUI-3.1	Purchase of Curtain for Guidance Office	Guidance Counselor	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	2,100.00	2,100.00			
GUI-4	Purchase of Flyers for Guidance Activities	Guidance Counselor	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	3,000.00	3,000.00			
IES-2	Purchase of Other Supplies for Inconomics Enterprise Services Office	IES Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	38,900.00	38,900.00			
EX-3.1	Purchase of Tarpaulin for Extension Programs	Extension Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	10,000.00	10,000.00			
NSTP-2	Purchase of Wooden Rifle for NSTP-ROTC Instructional	NSTP Unit Head	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	30,000.00	30,000.00			
RES-3	Purchase of Tarpaulin for Research Office	Research Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	6,250.00	6,250.00			
CAS-3	Purchase of Other Supplies for CAS Office	CAS Dean	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	30,620.00	30,620.00			
PESA-2	Purchase of Uniform for Athletes on SCUAA Meet 2020	PESA Unit Head	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	15,000.00	15,000.00			
PESA-3	Purchase of Uniform for Athletes on MASTS Meet 2020	PESA Unit Head	NP-53.9 - Small Value Procurement	10/7/2020	N/A	10/22/2020	10/28/2020	STF	30,000.00	30,000.00			
PESA-4	Purchase of Uniform for Athletes on University Week 2020	PESA Unit Head	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	STF	70,000.00	70,000.00			
Representation Expense (STF)									804,920.00	Total of Other Supplies (STF)			
QAC-3.1	Hotel Accommodation for AACUP OBE Accreditation Visit	QAC Unit Head	NP - 53.10 Lease of Real Property and Venue	N/A	N/A	4/23/2020	4/29/2020	STF	4,500.00	4,500.00			
SSG-2	Supply and Delivery of Meals and Snacks for Leadership Training	SSS Adviser	NP-53.9 - Small Value Procurement	1/8/2020	N/A	1/23/2020	1/29/2020	STF	7,500.00	7,500.00			
SSG-3	Supply and Delivery of Snacks for Symposium/ Seminar	SSG Adviser	NP-53.9 - Small Value Procurement	1/8/2020	N/A	1/23/2020	1/29/2020	STF	300.00	300.00			
SSG-4	Supply and Delivery of Meals and Snacks for Valentines Night 2020	SSG Adviser	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	9,100.00	9,100.00			
SSG-5	Supply and Delivery of Snacks for General Orientation 2020	SSG Adviser	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/26/2020	STF	400.00	400.00			

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SSG-6	Supply and Delivery of Snacks for SSG Election 2020	SSG Adviser	NP-53.9 - Small Value Procurement	8/8/2020	N/A	8/23/2020	8/26/2020	STF	2,000.00	2,000.00		
SSG-7	Supply and Delivery of Snacks for Student Festival 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	9,000.00	9,000.00		
SSG-8	Supply and Delivery of Meals and Snacks for Acquaintance Party 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	9,100.00	9,100.00		
SSG-9	Supply and Delivery of Meals for University Week 2020	SSG Adviser	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	STF	13,500.00	13,500.00		
CASGOV-2	Supply and Delivery of Snacks for CAS Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	6,000.00	6,000.00		
CITGOV-2	Supply and Delivery of Snacks for CIT Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	6,000.00	6,000.00		
CEDGOV-2.1	Supply and Delivery of Snacks for First Aid and Water Safety Symposium	SSG Adviser	NP-53.9 - Small Value Procurement	1/8/2020	N/A	1/23/2020	1/29/2020	STF	7,600.00	7,600.00		
CEDGOV-3.1	Supply and Delivery of Snacks for Lesson Planning and Beginning Reading Seminar	SSG Adviser	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	8,700.00	8,700.00		
CEDGOV-4.1	Supply and Delivery of Snacks for Grading System Seminar Workshop	SSG Adviser	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	8,700.00	8,700.00		
CEDGOV-5.2	Supply and Delivery of Snacks for CED Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/26/2020	STF	10,200.00	10,200.00		
CEDGOV-6.2	Supply and Delivery of Snacks for Teacher's Day Celebration 2020	SSG Adviser	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	2,000.00	2,000.00		
CEDGOV-7.2	Supply and Delivery of Snacks for Unity Day 2020	SSG Adviser	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	STF	10,200.00	10,200.00		
QAC-3.2	Supply and Delivery of Meals and Snacks for AACUP DBE Accreditation Visit	QAC Unit Head	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	27,500.00	27,500.00		
QAC-4.1	Hotel Accommodation for ISO Surveillance Audit Visit	QAC Unit Head	NP - 53.10 Lease of Real Property and Venue	N/A	N/A	4/23/2020	4/29/2020	STF	4,500.00	4,500.00		
QAC-4.2	Supply and Delivery of Meals and Snacks for ISO Surveillance Audit Visit	QAC Unit Head	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	17,500.00	17,500.00		
QAC-5.1	Hotel Accommodation for 2nd Quality Assurance Conference	QAC Unit Head	NP - 53.10 Lease of Real Property and Venue	N/A	N/A	4/23/2020	4/29/2020	STF	4,500.00	4,500.00		
QAC-5.2	Supply and Delivery of Meals and Snacks for 2nd Quality Assurance Conference	QAC Unit Head	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	35,000.00	35,000.00		
BO-3	Supply and Delivery of Snacks for Budget Call 2021	Budget Officer	NP-53.9 - Small Value Procurement	9/8/2020	N/A	9/23/2020	9/26/2020	STF	2,000.00	2,000.00		

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SchPub-3.1	Supply and Delivery of Snacks for Publication Seminar Workshop	School Pub Adviser	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	2,500.00	2,500.00		
CLI-4.1	Supply and Delivery of Meals and Snacks for Health and Medical Programs	Nurse	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	45,000.00	45,000.00		
CUL-4.1	Supply and Delivery of Meals and Snacks for Contestants on University Week 2020	Cultural Unit Head	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	STF	30,000.00	30,000.00		
GUI-4.1	Supply and Delivery of Meals and Snacks for Guidance Activities	Guidance Counselor	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	30,000.00	30,000.00		
IMD-2	Supply and Delivery of Meals and Snacks for IMD Enhancement Seminar Workshop	IMD Unit Head	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	22,500.00	22,500.00		
CRIM-3	Supply and Delivery of Snacks for MOA Signing for Internship	Crim Program Head	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	1,000.00	1,000.00		
EX-3	Supply and Delivery of Meals and Snacks for Extension Programs	Extension Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	90,000.00	90,000.00		
RES-4	Hotel Accommodation for Research Local Review and Seminar	Research Unit Head	NP - 53.10 Lease of Real Property and Venue	N/A	N/A	5/21/2020	5/27/2020	STF	3,000.00	3,000.00		
RES-4.1	Supply and Delivery of Meals and Snacks for Research Local Review and Seminar	Research Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	34,500.00	34,500.00		
PESA-2.1	Supply and Delivery of Meals and Snacks for Athletes on SCUAA Meet 2020	PESA Unit Head	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	70,000.00	70,000.00		
PESA-3.1	Supply and Delivery of Meals and Snacks for Athletes on MASTS Meet 2020	PESA Unit Head	NP-53.9 - Small Value Procurement	10/7/2020	N/A	10/22/2020	10/28/2020	STF	140,000.00	140,000.00		
PESA-4.1	Supply and Delivery of Meals and Snacks for Athletes on University Week 2020	PESA Unit Head	NP-53.9 - Small Value Procurement	11/4/2020	N/A	11/19/2020	11/25/2020	STF	125,000.00	125,000.00		
Rentals, Venue and Equipment (STF)									799,300.00	Total of Representation Expense (STF)		
SSG-4.2	Rental of Venue and Equipment for Valentines Night 2020	SSS Adviser	NP - 53.10 Lease of Real Property and Venue	N/A	N/A	1/23/2020	1/29/2020	STF	8,200.00	8,200.00		
SSG-8.2	Rental of Venue and Equipment for Acquaintance Party 2020	SSS Adviser	NP - 53.10 Lease of Real Property and Venue	N/A	N/A	9/23/2020	9/26/2020	STF	8,200.00	8,200.00		
Subscription (STF)									16,400.00	Total of Rentals, Venue and Equipment (STF)		
RES-6	Purchase of Statistical Package License for Research Office	Research Unit Head	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	60,000.00	60,000.00		
LIB-5	Subscription of Newspaper and Journals for Library	Librarian	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	50,000.00	50,000.00		

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Office Equipment (STF)									110,000.00	Total of Subscription (STF)		
CIT-4.1	Purchase of 2HP Aircon for CIT Department	CIT Dean	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	25,000.00		25,000.00	
QAC-7	Purchase of 60" LED Smart TV for Quality Assurance Center	QAC Unit Head	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	30,000.00		30,000.00	
INLab-1	Purchase of 55" LED Smart TV for Internet Laboratory	Internet Lab In-Charge	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	175,000.00		175,000.00	
ADSAS-4	Purchase of 2HP Aircon for Student Affairs and Services Office	Student Affairs Dean	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	25,000.00		25,000.00	
LIB-6.1	Purchase of Centralized Aircon for Library	Librarian	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	50,000.00		50,000.00	
IES-4	Purchase of Chest Freezer for Inconomics Enterprise Services Office	IES Unit Head	NP-53.9 - Small Value Procurement	5/6/2020	N/A	5/21/2020	5/27/2020	STF	18,150.00		16,500.00	
									323,150.00	Total of Office Equipment (STF)		
ICT Equipment (STF)												
CEDLab-1	Purchase of Computer Set for CED Laboratory	CEO Dean	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	80,000.00		80,000.00	
INLab-2	Purchase of Core i5 Laptop for Internet Laboratory	Internet Lab In-Charge	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	25,000.00		25,000.00	
CDR-3	Purchase of Core i5 Laptop and Water Proof Camera for Campus Disaster Risk Reduction Management Office	CDRRMO	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	60,000.00		60,000.00	
ComLab1-4	Purchase of Computer Set for Computer Laboratory 1	Computer Lab 1 In-Charge	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	20,000.00		20,000.00	
									185,000.00	Total of ICT Equipment (STF)		
Printing Equipment (STF)												
CIT-4	Purchase of Printer for CIT Department	CIT Dean	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	51,000.00		51,000.00	
QAC-7.1	Purchase of Printer for Quality Assurance Center	QAC Unit Head	NP-53.9 - Small Value Procurement	7/8/2020	N/A	7/23/2020	7/29/2020	STF	60,000.00		60,000.00	
REG-4	Purchase of Printer for Registrar Office	Registrar	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	45,360.00		45,360.00	
LIB-6	Purchase of Printer for Library	Librarian	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	60,000.00		60,000.00	
SHS-2	Purchase of Printer for Senior High School Department	Senior High Sch Unit Head	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	27,500.00		27,500.00	
BO-4	Purchase of Printer for Senior High School Department	Budget Officer	NP-53.9 - Small Value Procurement	4/8/2020	N/A	4/23/2020	4/29/2020	STF	60,000.00		60,000.00	

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RES-5	Purchase of Printer for Research Office	Research Unit Head	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	60,000.00		60,000.00	
CAS-5	Purchase of Printer for CAS Office	CAS Dean	NP-53.9 - Small Value Procurement	6/3/2020	N/A	6/18/2020	6/24/2020	STF	60,000.00		60,000.00	
Technical and Scientific Equipment (STF)									423,860.00	Total of Printing Equipment (STF)		
CRIM-2	Purchase of Digital Polygraph Machine for Criminology Department	Crim Program Head	NP-53.9 - Small Value Procurement	8/5/2020	N/A	8/20/2020	8/26/2020	STF	199,820.00		199,820.00	
Other Machinery and Equipment (STF)									199,820.00	Total of Technical and Scientific Equipment (STF)		
GSO-3	Purchase of Grass Cutter for Maintenance of School Ground	Cleanliness Chairperson	NP-53.9 - Small Value Procurement	3/4/2020	N/A	3/19/2020	3/25/2020	STF	40,000.00		40,000.00	
Motor Vehicle (STF)									40,000.00	Total of Other Machinery and Equipment (STF)		
Admin-6	Purchase of Motor Vehicle	Campus Administrator	Public Bidding	10/5/2020	N/A	10/20/2020	10/26/2020	STF	2,000,000.00		2,000,000.00	
Projects (STF)									2,000,000.00	Total of Motor Vehicle (STF)		
PROJ-1	Purchase of Materials for the Repair/Renovation of Technology Building B into CIT Function Hall and BSHRM Laboratory	Physical Plant Unit Head	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	1,240,020.00		1,240,020.00	With Labor
PROJ-2	Purchase of Materials for the Completion of Audio-Visual Building	Physical Plant Unit Head	NP-53.9 - Small Value Procurement	2/5/2020	N/A	2/20/2020	2/26/2020	STF	1,000,000.00		1,000,000.00	With Labor
Projects (STF)									2,240,020.00	Total of Projects (STF)		
Total for GAA									966,295.00	966,295.00		
Total for STF									8,836,870.84	3,425,020.84	5,411,850.00	
Grand Total									9,803,165.84	4,391,315.84	5,411,850.00	

Prepared by:



AL-HIDDRY B. SALI
BAC Secretary

Recommending Approval:



ADRIANNE FRITZ B. MICUNDO, MBA, SMRISA
Budget Officer

Approved:



CHONA F. TORRE, Atty. At-Large, S.FRIEdr
Campus Administrator