

**SUPPLEMENTAL PROCUREMENT PLAN (1ST QUARTER)**

For Fiscal/Calendar Year 2016

Department/Bureau/Office: SP DAMASCO \_\_\_\_\_  
 Region: X \_\_\_\_\_  
 Address: LGU - MALAYBALAY CITY \_\_\_\_\_  
 \_\_\_\_\_

ITEM & SPECIFICATIONS	Unit of Measure	QUANTITY REQUIREMENTS			TOTAL	**PS Price	Total Amount
		2nd Quarter					
		Apr	May	Jun			
1 Book paper S 20 long	reams	20			20	222.00	4,440.00
2 book paper S 20 A4	reams	20			20	215.00	4,300.00
3 Trophies	pc	15			15	350.00	5,250.00
<b>APPROVED BUDGET</b>							

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.

APPROVED:

  
**IGNACIO W. ZUBIRI**  
 City Mayor