



**Department of Environment and Natural Resources**  
PENRO, Misamis Oriental  
Malasag Heights, Cugman, Cagayan de Oro City

**MEMORANDUM**

**FOR :** The Regional Executive Director  
DENR-10, Puntod, Cagayan de Oro City

**THRU :** The Chief, Administrative Division  
DENR-10, Puntod, Cagayan de Oro City

**ATTN :** Chief, General Services Section

**FROM :** The OIC, PENR Officer  
PENRO Misamis Oriental  
Malasag Heights, Cugman, Cagayan de Oro City

**SUBJECT :** SUBMISSION OF INDICATIVE ANNUAL PROCUREMENT PLAN-COMMON USE SUPPLIES (APP-CSE) FOR FY 2021 OF PENRO-MISAMIS ORIENTAL

**DATE :** November 19, 2020



Furnishing you a copy of the Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) for FY 2021 submitted thru PhilGEPS Virtual Store of PENRO-Misamis Oriental. Such supplies and materials are essential in the office operations and in accomplishing targets and related activities.

Attached is the said matrix report for your perusal.

For information and record.

|                 |           |
|-----------------|-----------|
| AUDITOR'S COPY  |           |
| <b>RECEIVED</b> |           |
| BY:             | <i>CM</i> |
| DA:             | 11/25/20  |
| TIME:           | 9:00 AM   |

**FERDINAND E. DAGULO**

Eri  
*[Signature]*

CC: BAC-R10  
GSS  
CDA  
Property Unit

## ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Notice: All the requirements are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that can be purchased by government agencies. Agencies must accomplish this form and submit it in order to purchase CSE from the PS. Consistently with DILG Circular No. 2018-10 dated November 19, 2018, the APP-CSE shall serve as the agency's APP for all its CSE requirements. Hence if the requirement has been arranged in accordance with UNISPEC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System.

closes:

January 2021. Interested agencies may download at [www.pph.dilg.gov.ph](http://www.pph.dilg.gov.ph).

Hence the agency's monthly requirement per item in the APP-CSE form, a agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month, any item not declare any item in the template will be removed by the agency.

APP-CSE is considered incorrect or invalid if form used is other than the prescribed format which can be downloaded only at [www.pph.dilg.gov.ph](http://www.pph.dilg.gov.ph) and)

or accomplished and finalized, the APP-CSE 2021 form should be saved using the format APP2021\_Name of Agency\_Property\_Budget Officer and Head of the Procuring Entity. As original APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.

Saved using the format APP2021\_Name of Agency\_Hain or Regional Office (e.g. APP2021\_DILG\_Central Office, APP2021\_DILG\_Region IV-A,

printed and signed by the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PHILGEPS website. (Only buyer coordinators will be allowed to upload APP-CSE.)

Note: This form is valid until December 31, 2020. After by APP-CSE for FY 2021 must be submitted on or before December 31, 2020. Contact Person: **PAULINA J. MORA**, **JOSEPHINE GUTIERN** (Tender Officer), **E-mail:** [jpjgutierrez@oas.dilg.gov.ph](mailto:jpjgutierrez@oas.dilg.gov.ph), **Telephone/Mobile No.:** [0221313](tel:0221313)

Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements is exclusive of the items indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.

For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. 630-6300; 620-6400 Local 2000-2010

| Item & Specification   | Monthly Quantity Requirement |     |     |    |     |     |     |     |     |     |      |     | Total Quantity for the year | Public Coordinator | Supplier Name |
|--|------------------------------|-----|-----|----|-----|-----|-----|-----|-----|-----|------|-----|-----------------------------|--------------------|---------------|
|  | Jan                          | Feb | Mar | Q1 | Apr | May | Jun | Q2  | Jul | Aug | Sept | Oct |                             |                    |               |
| <b>CLOSE ON PREVIOUS MONTHS</b>  |                              |     |     |    |     |     |     |     |     |     |      |     |                             |                    |               |
| 10/2020-06-30-AU1 (DISINFECTION, medical 60% 30ml/ml, 1000ml/ltr)            | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | SOCIAL QD     |
| <b>CLOSE ON CURRENT MONTH</b>  |                              |     |     |    |     |     |     |     |     |     |      |     |                             |                    |               |
| 51111100-HE-001 (HAND SANITIZER, 90% ethyl alcohol, 100ml/100ml, 1000ml/ltr) | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | MDS4-RG       |
| <b>CLOSE ON CURRENT QUARTER</b>  |                              |     |     |    |     |     |     |     |     |     |      |     |                             |                    |               |
| 12151001-PA-001 (ALCOHOL, 95% 70%, normal 200ml/1.5ml)                       | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | LSPBQ-BK      |
| 12151001-PA-002 (ALCOHOL, 95% 70%, normal 1.5ml/1ml)                         | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | 25472625      |
| 51417700-HE-001 (ALCOHOL, normal 90% 70%, normal 1.5ml/1ml)                  | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | LSPBQ-BK      |
| 51070900-HE-002 (ALCOHOL, normal 90% 70%, normal 1.5ml/1ml)                  | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | LSPBQ-BK      |
| 51111100-PO-001 (PRODOME, 80% 10% solution, 100ml)                           | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | 12520000      |
| <b>CLOSE ON CURRENT YEAR</b>   |                              |     |     |    |     |     |     |     |     |     |      |     |                             |                    |               |
| 131171-HE-001 (STAMP PAD, 50ml, 50ml or 100ml, 100ml/ml)                     | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | 8193.99       |
| <b>CLOSE ON PREVIOUS YEAR</b>  |                              |     |     |    |     |     |     |     |     |     |      |     |                             |                    |               |
| 12151001-HE-001 (ACETATE, thickness 1.5mm/ml 1kg/pk 25kg)                    | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | 0.00          |
| 12151001-CH-001 (CARBON FISH, PK, back, size: 118mm x 280mm)                 | 15                           | 15  | 15  | 45 | 145 | 145 | 145 | 145 | 145 | 145 | 145  | 145 | 145                         | 145                | 0.00          |
| 51215100-CH-001 (CARBON FISH, PK, back, size: 218mm x 158mm)                 | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | 0.00          |
| <b>CLOSE ON CURRENT QUARTER</b>  |                              |     |     |    |     |     |     |     |     |     |      |     |                             |                    |               |
| 34151001-CH-001 (CARTRIDGE, INK, black, size: 218mm x 158mm)                 | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | 0.00          |
| 54151001-CH-013 (CARTRIDGE, INK, 1 PK, 200 g/144mm)                          | 0                            | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0   | 0                           | 0                  | 0.00          |



























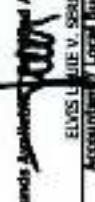




|      |   |              |
|------|---|--------------|
| ITEM | DESCRIPTION   | AMOUNT       |
| 1    | ADDITIONAL PROVISION FOR INFLATION (10% OF TOTAL)                         |              |
| 2    | INTERNATIONAL, PROVISIONS FOR TRANSPORT AND INSURANCE COST (70% OF TOTAL) |              |
| 3    | ADDED TOTAL (1 + 2 + 3)   | 3,000,000.00 |
| 4    | ALLOWED BUDGET BY THE AGENCY HEAD   |              |
| 5    | MONTHLY CASH REQUIREMENTS   |              |
|      | Value at Procurement Service Summ   |              |
|      |   | 600,000.00   |
|      |   | 867,500.00   |
|      |   | 917,500.00   |
|      |   | 1,225,000.00 |
|      |   | 1,333,500.00 |
|      | the items not available at FG but regularly purchased from other sources  | 460,000.00   |
|      |   | 1,293,500.00 |
|      | MONTHLY CASH REQUIREMENTS   | 1,293,500.00 |

\*Agency must post the monthly requirement for air tickets both local and international.

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

|  |   |  |
|--|---|--|
| <p>Prepared by:</p>  <p>PHILLIP J. MORRIS<br/>Property Supervisor</p> | <p>Certified Funds Available:</p>  <p>ELVIS L. U. SERRANO, CPA<br/>Accountant / Local Budget Officer</p> | <p>Approved by:</p>  <p>FERNANDO F. DANGELI<br/>Head of Office / Agency</p> |
|--|---|--|

Date Prepared: NOVEMBER 17, 2020