



SYSTEM - INPUTS AND PROCESSES

S.1. The institution has a regular and realistic budget for the library.



SURIGAO STATE COLLEGE OF TECHNOLOGY

"For Nation's Greater Heights"

Document No	FM-SSCT-ADMIN-004
Revision No	00
Effective Date	01 January 2019
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PROJECT PROCUREMENT MANAGEMENT PLAN
For the Year 2022

Annual Procurement Plan Year: 2022 Office: Library Department			Name & Address of Agency: SURIGAO STATE COLLEGE OF TECHNOLOGY				Item in Budget: Program Amount: PhP 13,627,440.00											
NO.	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NUMBER	Unit Of Measure	Unit Cost	QUANTITY/MONTH												TOTAL QUANTITY	TOTAL AMOUNT
					JAN.	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG.	SEPT	OCT	NOV	DEC		
OFFICE SUPPLIES																		
	Acetate Sticker Clear Vinyl A4 size		pack	80.00		10											10	800.00
	Ballpen; Ballpoint (Black)	00050	box	242.00		1											1	242.00
	Ballpen; Ballpoint (Red)		box	242.00		1											1	242.00
	Ballpen; Ballpoint (blue)		box	242.00		1											1	242.00
	Barcode Protector		roll	2,000.00		10											10	20,000.00
	Metal Bookends (NO.BST-1960, 6")		box	7,000.00	1												1	7,000.00
	Book Label Protector (CLEAR) 1 1/4" x 2"		roll	1,500.00		2		1				1				1	5	7,500.00
	Bond Paper; US; Long; Subs 20	00048	ream	200.50	5	10		5		15		10		5			50	10,025.00
	Bond Paper; US; Short; Subs 20	00049	ream	168.00		2	2	2	2	2	2	2	2	2	2		20	3,360.00
	Bond Paper US, A4, Subs 20	00049	ream	174.00		2	2	2	2	2	2	2	2	2	2		20	3,480.00
	Brown Envelope; Long	00118	pc.	20.00		10		10									20	400.00
	Cartolina; Neon green color	00196	pack	65.00	1	1											2	130.00
	Cartolina; white	00018	pack	500.00		1		1					1				5	2,500.00
	Correction Tape	00338	pc.	25.00		5			5				5				15	375.00
	Double sided tape		pc	100.00		2			2				2				6	600.00
	Duct tape (1.88 inches X 60		pc	160.00		1							2				1	160.00
	Elmer's Glue		gl.	1,364.00		1					1						2	2,728.00
	Highlighter (Jumbo)		pc	50.00	10												10	500.00
	Ink; Stamping Pad; Violet	00028	pc.	20.00		1				1							2	40.00
	Masking tape 2"		roll	40.00		5											5	200.00
	Paper Clip, vinyl coated 1" 100s/box		box	20.00		10											10	200.00
	Paper Clip, vinyl coated 2"		box	30.00		10											10	300.00
	Pentel Pen (Red & Blue)		pc	35.00		5				5			5				15	525.00
	Rubber Cement		bottle	300.00		1		1		1		1		1			5	1,500.00
	Scissors, big (heavy duty) 8"-10"		pc	200.00		5											5	1,000.00
	Scotch tape 1"		roll	15.00		10		10		10		10		10			50	750.00
	Scotch tape 2"		roll	30.00		5		5		5		5		5			25	750.00
	Sign Pen (0.5mm)		pc	21.00		8				8							16	336.00
	Stamping pad		pc	150.00			3			2							5	750.00
	Matte sticker paper (A4 size)		pack	500.00		5				5							10	5,000.00
	Cutter 500L Big		pc.	125.00		3											3	375.00

Packing Tape; 2"	00235	roll	40.00	5											5	200.00
Rubberized cellophane, thick (cover for books)		roll	1,672.00	10											10	16,720.00
Stapler with staple remover (35)		box	52.50	4											4	210.00
Staple Wire 23/13	00044	box	100.00	4		3		3		3		2			15	1,500.00
Wall Clock		pc.	1,000.00	2											2	2,000.00
Neon Paper Construction; assorted color)		pack	100.00	1											1	100.00
															Sub-total	92,740.00
JANITORIAL SUPPLIES																
Air Freshener	00005	can	300.00	2		2		2		2		2			10	3,000.00
Baygon Spray, 360ml.	00089	btl.	182.00	2		2		2		2		2	2		8	1,456.00
Glass Cleaner, Kwil, 500ml	00236	btl.	120.00	4		4		4		4		4			20	2,400.00
Muriatic Acid		gal	450.00	1				1				1			3	1,350.00
Tumado mop		pc.	900.00	3											3	2,700.00
Tide Powder, 500 grms.	00008	pack	80.00	2		2		2		2		1		1	10	800.00
Trash Can; Small		pc.	70.00			1						1			2	140.00
Zonrox Bleach 1 liter		btl.	500.00			1		1				1			3	1,500.00
Short handle brush for toilet		pc.	50.00	2											2	100.00
Toilet brush with holder		pc.	100.00	2											2	200.00
Cleaning gloves		pc.	200.00	10											10	2,000.00
Adjustable Aluminum handle glass cleaner (blade 9 inches; handle 60-90 cm) extendable		pc.	900.00	10											10	9,000.00
Garbage bag Medium		bag		50												
Garbage bag large		bag		50												
															Sub-total	24,646.00
IT SUPPLIES																
USB; 16GB; Kingston.		pc.	800.00	5											5	4,000.00
Mouse usb type		pc	250.00	2											2	500.00
Keyboard usb type		pc	350.00	2											2	700.00
UPS (Fortress 850VA)		pc	1,900.00	5											5	9,500.00
LexMark Refill MX 510 ink		pc.	5,500.00	1				1				1			3	16,500.00
LexMark Refill MX 510 drum		pc	5,500.00			1									1	5,500.00
Ink Refill Epson T6841 (black)		pc	300.00	2	2	2	2	2	2	2	3	3	3	3	30	9,000.00
Ink Refill Epson 003 (black)			300.00	10											10	3,000.00
Ink Refill Epson 003 (cyan)		pc	300.00	10											10	3,000.00
Ink Refill Epson 003 (magenta)		pc	300.00	10											10	3,000.00
Ink Refill Epson 003 (yellow)		pc	300.00	10											10	3,000.00
Thermal Receipt Printer RS232/USB		pc	12,000.00	1											1	12,000.00
Thermal 3 1/8 Inch x230' paper 50 rolls		roll	500.00	20				30							50	25,000.00
Inktank colour printer with printer and scanner		pc	20000.00	1											1	20,000.00
A4TECH Web Cam HD1080P		pc	1000.00	2											2	2,000.00
Handheld barcode scanner		pc	2000.00	5											5	10,000.00

																		Sub-total	126,700.00
ELECTRICAL SUPPLIES																			
Battery; 1.5; Energizer; AA	00239	pc	36.00		3													3	108.00
Extension wire (10m)		pc	450.00		2													2	900.00
																		Sub-total	1,008.00
FURNITURE																			
Adjustable Book Shelves (Steel) 72x94 x12		pc	10,000.00	10														10	100,000.00
Bookbinding needles material: carbon steel; bookbinding needles sizes: 6.8 cm, 6.2 cm, 5.7 cm; Wax thread diameter: 1mm (150D); Paper creasers material: plastic; Quantity: 11 pieces; Package includes: 1x Wood handle awl, 2x6.9 cm bookbinding needles, 2x6.2 cm bookbinding needles, 1 x waxed thread, 2 x Bone folder paper creaser, 1 x needle bottle		set	500.00	1														1	500.00
																		Sub-total	100,000.00
INFRASTRUCTURE																			
Concierge Construction (Main Library)		pc	2,000,000.00	1														1	2,000,000.00
Repair and Maintenance			500,000.00															1	500,000.00
																		Sub-total	2,500,000.00
WATER																			
Water		pc.	35.00	30	30	30	30	30	30	30	30	30	30	30	30	30	30	360	12,600.00
																		Sub-total	12,600.00
ACTIVITY																			
National Book Week Snacks		pc	30.00															50	1,500.00
National Book Week Tarpaulin		pc	250.00			1												2	750.00
National Book Week Prizes																			5,000.00
																		Sub-total	7,250.00
MISCELLANEOUS																			
Contingency Expenses			10,000.00															1	10,000.00
																		Sub-total	10,000.00
LIBRARY HOLDINGS																			
Online Database Renewal All Campuses		titles	5,500,000.00		1													1	5,500,000.00
																		Sub-total	5,500,000.00
PERIODICAL SUBSCRIPTIONS																			
Newspapers																			
City Campus		copies	40.00	100	100	100	100	100	100	100	100	100	100	100	100	100	100	1200	48,000.00
Library System & Webpage Maintenance			150,000.00	1														1	150,000.00
Library Security Gate with RFID			2,000,000.00															1	2,000,000.00
Internet Subscription			7,500.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	90,000.00
																		Sub-total	2,288,000.00


STAFF DEVELOPMENT																		
Team Building /Benchmarking/Strategic Planning																		
	pax	5,000.00								20							20	100,000.00
Seminars	pax	30,000.00													5		5	150,000.00
																	Sub-total	250,000.00
SALARY FOR LIBRARIANS (CONTRACTUAL)																		
City Campus		28,276.00	4	4	4	4	4	4	4	4	4	4	4	4	4	4	48	1,357,248.00
Malimono Campus		28,276.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	339,312.00
Mainit Campus		28,276.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	339,312.00
Del Carmen Campus		28,276.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	339,312.00
Claver Campus		28,276.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	339,312.00
																	Sub-total	2,714,496.00
																	TOTAL	13,627,440.00

Prepared by: 
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 College Librarian

Noted by: 
RONITA E. TALINGTING, Ph.D.
 City Campus Director

As to A Recommending Approval: 
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GAY ROSE M. SEGUERA, CPA
 Accountant III

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 VP for Administration

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PROJECT PROCUREMENT MANAGEMENT PLAN
For the Year **2021**

Annual Procurement Plan Year: <u>2021</u> Office: Library Department			Name & Address of Agency: SURIGAO STATE COLLEGE OF TECHNOLOGY										Item in Budget: Program Amount: PhP 14,978,140.00					
NO.	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NUMBER	Unit Of Measure	Unit Cost	QUANTITY/MONTH												TOTAL QUANTITY	TOTAL AMOUNT
					JAN.	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG.	SEPT	OCT	NOV	DEC		
	OFFICE SUPPLIES																	
	Acetate Sticker Clear Vinyl A4 size		pack	80.00		10											10	800.00
	Ballpen; Ballpoint (Black)	00050	pc	20.00		10			10			10					30	600.00
	Ballpen; Ballpoint (Red)		pc	20.00		10			10			10					30	600.00
	Barcode Protector		roll	2,000.00		10											10	20,000.00
	Metal Bookends (NO.BST-1960, 6")		box	7,000.00	1												1	7,000.00
	Book Label Protector (CLEAR) 1 1/4" x 2"		roll	1,500.00		2			1			1				1	5	7,500.00
	Bond Paper, US; Long; Subs 20	00048	ream	200.00	5	10		5		15		10		5			50	10,000.00
	Bond Paper, US; Short; Subs 20	00049	ream	190.00		2	2	2	2	2	2	2	2	2	2		20	3,800.00
	Bond Paper US, A4, Subs 20	00049	ream	190.00		2	2	2	2	2	2	2	2	2	2		20	3,800.00
	Brown Envelope; Long	00118	pc	20.00		10		10		10		10		10			50	1,000.00
	Cartolina; Assorted Color	00196	pack	500.00		1			1				1				3	1,500.00
	Cartolina; white	00018	pack	500.00		1			1				1				5	2,500.00
	Correction Tape	00338	pc	80.00		5			5				5				15	1,200.00
	Double sided tape		pc	100.00		2			2				2				6	600.00
	Duct tape (1.88 inches X 60		pc	1,000.00		1							2				1	1,000.00
	Elmer's Glue		gl.	1,200.00		1					1						2	2,400.00
	Highlighter (Jumbo)		pc	50.00	10												10	500.00
	Ink; Stamping Pad; Violet	00028	pc	20.00		1				1							2	40.00
	Masking tape 2"		roll	40.00		5											5	200.00
	Paper Clip, vinyl coated 1" 100s/box		box	20.00		10											10	200.00
	Paper Clip, vinyl coated 2"		box	30.00		10											10	300.00
	Pentel Pen (Red & Blue)		pc	35.00		5				5				5			15	525.00
	Push Pin		box	35.00		10											10	350.00
	Rubber Cement		bottle	300.00		1		1		1		1		1			5	1,500.00
	Scissors, big (heavy duty) 8"-10"		pc	200.00		5											5	1,000.00
	Scotch tape 1"		roll	30.00		10		10		10		10		10			50	1,500.00
	Scotch tape 2"		roll	50.00		5		5		5		5		5			25	1,250.00
	Sign Pen (0.5mm)		pc	60.00		8			8								16	960.00
	Stamping pad		pc	150.00			3		2								5	750.00
	Matte sticker paper (A4 size)		pack	500.00		5			5								10	5,000.00
	Cutter 500L Big		pc	125.00		5											5	625.00
	Packing Tape; 2"	00235	roll	40.00		5											5	200.00

Rubberized cellophane, thick (cover for books)		roll	1,600.00	10											10	16,000.00
Stapler with staple remover (35)		pc	145.00	4											4	580.00
Staple Wire, Max # 35	00044	box	50.00	4		3		3		3		2			15	750.00
Thumbtacks	00259	box	6.00	5											5	30.00
folder (White) long		pc.	2.00	5		5		5		5		5			25	50.00
Wall Clock		pc.	1,000.00	2											2	2,000.00
Accredation and ISO budget																50,000.00
JANITORIAL SUPPLIES															Sub-total	148,610.00
Air Freshener	00005	can	300.00	2		2		2		2		2			10	3,000.00
Beygon Spray, 350ml.	00099	btl.	182.00	2			2			2			2		8	1,456.00
Glass Cleaner, Kiwi, 500ml	00238	btl.	120.00	4		4		4		4		4			20	2,400.00
Muriatic Acid		gal	450.00	1				1				1			3	1,350.00
Turnado mop		pc.	900.00	3											3	2,700.00
Tide Powder, 500 grms.	00008	pack	80.00	2		2		2		2		1		1	10	800.00
Trash Can, Small		pc.	70.00			1						1		1	2	140.00
Zorrox Bleach 1 liter		btl.	500.00			1			1					1	3	1,500.00
Short handle brush for toilet		pc.	50.00	2											2	100.00
Toilet brush with holder		pc.	100.00	2											2	200.00
Cleaning gloves		pc.	200.00	10											10	2,000.00
IT SUPPLIES															Sub-total	15,646.00
USB, 16GB; kingston.		pc.	800.00	5											5	4,000.00
Mouse usb type		pc	250.00	2											2	500.00
Keyboard usb type		pc	350.00	2											2	700.00
External Hard drive (1TB)		pc	5,000.00	2											2	10,000.00
UPS (Fortress 650VA)		pc	1,900.00	5											5	9,500.00
LexMark Refill MX 510 ink		pc.	5,500.00	1					1				1		3	16,500.00
LexMark Refill MX 510 drum		pc	5,500.00			1									1	5,500.00
Ink Refill Epson T6641 (black)		pc	300.00	2	2	2	2	2	2	3	3	3	3	3	30	9,000.00
Ink Refill Epson T6642 (cyan)		pc	300.00	10											10	3,000.00
Ink Refill Epson T6643 (magenta)		pc	300.00	10											10	3,000.00
Ink Refill Epson T6644 (yellow)		pc	300.00	10											10	3,000.00
Thermal Receipt Printer RS232/USB		pc	12,000.00	1											1	12,000.00
Thermal 3 1/8 Inch x230' paper 50 rolls		roll	500.00	20				30							50	25,000.00
TP-Link TL-WR940N 450mbps Wireless N Router		pc	2000.00	1											1	2,000.00
Ink tank colour printer with printer and scanner		pc	20000.00	1											1	20,000.00
Fujitsu Image Scanner ScanSnap SV600		pc	60000.00	1											1	60,000.00
ELECTRICAL SUPPLIES															Sub-total	183,700.00
Battery, 1.5; Energizer, AA	00239	pc	36.00	3											3	108.00
Extension wire (10m)		pc	450.00	2											2	900.00
FURNITURE															Sub-total	1,008.00

Adjustable Book Shelves (Steel) 72x94 x12	pc	10,000.00	10														10	100,000.00
Cataloging Table	pc	5,000.00	1														1	5,000.00
INFRASTRUCTURE																	Sub-total	105,000.00
Learning Resource Center Section Signage		200,000.00															1	200,000.00
Library interior renovatton	pc	2,000,000.00	1														1	2,000,000.00
Repair and Maintenance		500,000.00															1	500,000.00
WATER																	Sub-total	2,700,000.00
Water	pc.	35.00	30	30	30	30	30	30	30	30	30	30	30	30	30	30	360	12,600.00
ACTIVITY																	Sub-total	12,600.00
National Book Week Snacks	pc	30.00														50	50	1,500.00
National Book Week Tarpaulin	pc	250.00		1											2	3	750.00	
National Book Week Prizes																		5,000.00
MISCELLANEOUS																	Sub-total	7,250.00
Christmas Décor (Assorted)	bundle	5,000.00														1	1	5,000.00
Contingency Expenses		10,000.00																10,000.00
LIBRARY HOLDINGS																	Sub-total	15,000.00
Online Database Renewal		5,500,000.00		1													1	5,500,000.00
All Campuses	titles																	
PERIODICAL SUBSCRIPTIONS																	Sub-total	5,500,000.00
Newspapers																		
City Campus	copies	40.00	100	100	100	100	100	100	100	100	100	100	100	100	100	100	1200	48,000.00
Library System & Webpage Maintenance		150,000.00	1														1	150,000.00
Library Security Gate with RFID		2,000,000.00															1	2,000,000.00
Internet Subscription		7,500.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	90,000.00
STAFF DEVELOPMENT																	Sub-total	2,288,000.00
Team Building /Benchmarking/Strategic Planning	pax	5,000.00								20							20	100,000.00
Seminars	pax	30,000.00												5			5	150,000.00
SALARY FOR LIBRARIANS (CONTRACTUAL)																	Sub-total	250,000.00
City Campus		22,316.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	267,792.00
Malimono Campus		22,316.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	267,792.00
Mainit Campus		22,316.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	267,792.00
Del Carmen Campus		22,316.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	267,792.00
Claver Campus		22,316.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	267,792.00
SALARY FOR JOB ORDER																	Sub-total	1,338,860.00
Main Library	Annual	137,587.20															6	825,523.20
Learning Resource Center	Annual	137,587.20															4	550,348.80

OVERTIME FOR J.O. & LIBRARIANS (CONTRACTUAL)													Sub-total	1,375,872.00	
Job Order		Annual	42,998.40												
Libraians (Contractual)		Annual	100,422.00												
LRC COFFEE SHOP APPLIANCES AND UTENSILS													Sub-total	932,094.00	
Chiller		pc	22,000.00												
Miniref		pc	10,000.00											1	22,000.00
Oven Toaster		pc	6,000.00											1	10,000.00
Electric pot		pc	5,000.00											1	6,000.00
Blender		pc	11,000.00											1	5,000.00
Food display counter		pc	2,000.00											1	11,000.00
Coffee maker		pc	11,000.00											2	4,000.00
French press		pc	2,000.00											1	11,000.00
Gooseneck Kettle		pc	2,000.00											2	4,000.00
Ice box		pc	1,000.00											1	2,000.00
Water goblet (Glass)		pc	100.00											1	1,000.00
Brandy inhater (Glass)		pc	100.00											12	1,200.00
Decanter (Glass)		pc	1,000.00											12	1,200.00
Cookie jar		pc	500.00											1	1,000.00
Cups and saucers		pc	100.00											2	1,000.00
Utility tray (Plastic/Wood)		pc	1,000.00											12	1,200.00
Dessert plate		pc	100.00											2	2,000.00
demitasse spoon and fork		pc	100.00											12	1,200.00
Utility knife		pc	200.00											12	1,200.00
Cake slicer		pc	200.00											1	200.00
Collins glass		pc	1,000.00											1	200.00
Chopping board		pc	200.00											12	12,000.00
Coffee mug		pc	100.00											1	200.00
Mason jar		pc	200.00											12	1,200.00
Highball glass		pc	300.00											5	1,000.00
														12	3,600.00
														Sub-total	104,400.00
														TOTAL	14,978,140.00

Prepared by:



IVY B. MABANTO, MLIS
Head Librarian

Noted by:

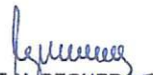


RONITA E. TALINGTING, Ph.D.
City Campus Director

As to A Recommending Approval:



FELIPE T. CACHÓ, MBA
Budget Officer III



GAY ROSE M. SEGUERA, CPA
Accountant III

10-08-26

Recommending Approval:



ROWENA A. PLANDO, Ph.D.
VP for Administration

Approved:



GREGORIO Z. GAMBOA, Jr. Ed.D.
SUC President III



SURIGAO STATE COLLEGE OF TECHNOLOGY

"For Nation's Greater Heights"

Document No.	FM-SSCT-ADMIN-004
Revision No.	00
Effective Date	01 January 2019
Page No.	1 of 1

PROJECT PROCUREMENT MANAGEMENT PLAN
For the Year **2020**

Annual Procurement Plan Year: 2019 Office: Library Department				Name & Address of Agency: SURIGAO STATE COLLEGE OF TECHNOLOGY						Item in Budget: Program Amount: PhP 45,300,364.00									
NO.	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NUMBER	Unit Of Measure	Unit Cost	QUANTITY/MONTH												TOTAL QUANTITY	TOTAL AMOUNT	
					JAN.	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG.	SEPT	OCT	NOV	DEC			
OFFICE SUPPLIES																			
	Acetate Sticker Clear Vinyl A4 size		pack	80.00		10											10	800.00	
	Ballpen; Ballpoint (Black)	00050	pc	20.00		10			10			10					30	600.00	
	Ballpen; Ballpoint (Red)		pc	20.00		10			10			10					30	600.00	
	Barcode Protector		roll	2,000.00		10											10	20,000.00	
	Metal Bookends (NO.BST-1960, 6")		box	7,000.00	1												1	7,000.00	
	Book Label Protector (CLEAR) 1 1/4" x 2"		roll	1,500.00		2			1			1				1	5	7,500.00	
	Bond Paper, US; Long; Subs 20	00048	ream	190.00	5	10		5		15		10				1	50	9,500.00	
	Bond Paper, US; Short; Subs 20	00049	ream	170.00		2	2	2	2	2	2	2	2	2	2	2	20	3,400.00	
	Bond Paper US, A4, Subs 20	00049	ream	180.00		2	2	2	2	2	2	2	2	2	2	2	20	3,600.00	
	Brown Envelope; Long	00118	pc.	20.00		10		10		10		10		10			50	1,000.00	
	Calculator Compact (Electronic 12 digits cap)		unit	500.00		2											2	1,000.00	
	Cartolina; Assorted Color	00196	pack	500.00		1			1					1			3	1,500.00	
	Cartolina; white	00018	pack	500.00		1			1					1			3	1,500.00	
	Clearbook long 20 holes w/ pvc binder 20sheet		pc	120.00		5											5	600.00	
	Correction Tape	00338	pc.	80.00		5			5					5			15	1,200.00	
	Double sided tape		pc	100.00		2			2					2			6	600.00	
	Duct tape (1.88 inches X 60)		pc	1,000.00		1											1	1,000.00	
	Elmer's Glue		gl.	1,200.00		1					1						2	2,400.00	
	Face Mask		box	150.00		2											2	300.00	
	Folder Expandable long		box	1,000.00		1											1	1,000.00	
	Folder Long White		box	600.00		1											1	600.00	
	Folder File with Cover		pc.	255.00		5		5		5		5					20	5,100.00	
	Highlighter (Jumbo)		pc	50.00	5												5	250.00	
	Ink Refill; Pilot (black)	00612	pc.	150.00		1	1	1	1	1	1	1	1	1	1	1	10	1,500.00	
	Ink; Stamping Pad; Violet	00028	pc.	20.00		1				1							2	40.00	
	Illustration board; standard size		pc.	70.00		3		3		3							9	630.00	

Laminating film		roll	950.00		1										1	950.00
Masking tape 2"		roll	40.00		5										5	200.00
Metal Ruler 16"		pc	50.00		10										10	500.00
Paper Clip, vinyl coated 1" 100s/box		box	20.00		2	1		2			2				7	140.00
Paper Clip, vinyl coated 2"		box	30.00		2	1		2			2				7	210.00
Pentel Pen; Pilot, refillable		pc	35.00		5			5					5		15	525.00
Pencil Sharpener		pc	700.00		1										1	700.00
Puncher (heavy duty)		pc	1,000.00		1										1	1,000.00
Push Pin		box	35.00		2	2		2			2		2		10	350.00
Rubber Cement		bottle	300.00		1	1		1			1		1		5	1,500.00
Scissors, big (heavy duty) 8"-10"		pc	200.00		8										8	1,600.00
Scotch tape 1"		roll	30.00		10	10		10			10		10		50	1,500.00
Scotch tape 2"		roll	50.00		5	5		5			5		5		25	1,250.00
Sign Pen (0.5mm)		pc	60.00		8			8							16	960.00
Stamping pad		pc	150.00			3		2							5	750.00
Matte sticker paper (A4 size)		pack	500.00		5			5							10	5,000.00
Tape Dispenser		pc	120.00		3										3	360.00
Cutter 500L Big		pc.	125.00		5										5	625.00
Packing Tape; 2"	00235	roll	40.00		5										5	200.00
Record Book; 500 pages	00040	pc.	50.00		5					5					10	500.00
Rubberized cellophane, thick (cover for books)		roll	1,600.00		2	2		2			2		2		10	16,000.00
Stapler with staple remover (35)		pc	145.00		4										4	580.00
Staple Wire; Max # 35	00044	box	50.00		4	3		3			3		2		15	750.00
Thumbtacks	00259	box	6.00		5										5	30.00
folder (White) long		pc.	2.00		5	5		5			5		5		25	50.00

Sub-total **109,450.00**

JANITORIAL SUPPLIES																
Air Freshener	00005	can	300.00		2		2		2		2		2		10	3,000.00
Alcohol 70% solution; 500ml.	00651	btl.	80.00		2	1	2	2	2		2		2	1	14	1,120.00
Baygon Spray; 350ml.	00099	btl.	182.00		2		2				2			2	8	1,456.00
Broom Soft	00447	pc.	150.00		4		4		4		4				16	2,400.00
Dust pan (Big)		pc	105.00		4										4	420.00
Feather Duster wooden handle	01251	pc.	55.00		5				5						10	550.00
Glass Cleaner; Kiwi, 500ml	00236	btl.	120.00		4		4		4		4		4		20	2,400.00
Muriatic Acid		gal	450.00		1				1				1		3	1,350.00
Paint Brush with handle (for computer cleaning)		pc	30.00		4										4	120.00
Turnado map		pc.	900.00		3										3	2,700.00
Tide Powder; 500 grms.	00008	pack	80.00		2		2		2		2		1		10	800.00
Trash Can; Small		pc.	70.00			1						1			2	140.00
Zonrox Bleach 1 liter		btl.	500.00			1			1				1		3	1,500.00

Sub-total **17,956.00**


IT SUPPLIES																
USB; 16GB; kingston.		pc.	800.00		5										5	4,000.00
Mouse usb type		pc	250.00		2										2	500.00

Keyboard usb type		pc	350.00	2													2	700.00
External Hard drive (1TB)		pc	5,000.00	2													2	10,000.00
UPS (Fortress 650VA)		pc	1,900.00	5													5	9,500.00
LexMark Refill MX 510 ink		pc.	5,500.00	1					1				1				3	16,500.00
LexMark Refill MX 510 drum		pc	5,500.00				1										1	5,500.00
Ink Refill Epson T6641 (black)		pc	300.00	2	2	2	2	2	2	3	3	3	3	3	3	3	30	9,000.00
Ink Refill Epson T6642 (cyan)		pc	300.00	10													10	3,000.00
Ink Refill Epson T6643 (magenta)		pc	300.00	10													10	3,000.00
Ink Refill Epson T6644 (yellow)		pc	300.00	10													10	3,000.00
Thermal Receipt Printer RS232/USB		pc	12,000.00	1													1	12,000.00
Thermal 3 1/8 Inch x230' paper 50 rolls		roll	500.00	20						30							50	25,000.00
TP-Link TL-WR940N 450mbps Wireless N Router		pc	2000.00	1													1	2,000.00
ELECTRICAL SUPPLIES																	Sub-total	103,700.00
Battery, 1.5; Energizer, AA	00239	pc	36.00		3												3	108.00
Extension wire (10m)		pc	450.00		2												2	900.00
Electrical tape		roll	500.00		1												1	500.00
LED (Bulb) 10watts		pc	250.00		50												50	12,500.00
FURNITURE																	Sub-total	14,008.00
Adjustable Book Shelves (Steel) 72x94 x12		pc	10,000.00	10													10	100,000.00
Steel Book Trolley (27X17X39 inches (WXDXH)		pc	30,000.00	1													1	30,000.00
Bookbinding kits (17 pcs)		pc	2,000.00	1													1	2,000.00
WATER																	Sub-total	132,000.00
Water		pc.	35.00	30	30	30	30	30	30	30	30	30	30	30	30	30	360	12,600.00
Water container		pc.	200.00	2													2	400.00
ACTIVITY																	Sub-total	13,000.00
National Book Week Snacks		pc	30.00													50	50	1,500.00
National Book Week Tarpaulin		pc	250.00				1									2	3	750.00
National Book Week Prizes																		5,000.00
MISCELLANEOUS																	Sub-total	7,250.00
Christmas Décor (Assorted)		bundle	5,000.00													1	1	5,000.00
LIBRARY HOLDINGS																	Sub-total	5,000.00
Books, Journals and Online databases																		
All Campuses		titles																44,500,000.00
PERIODICAL SUBSCRIPTIONS																	Sub-total	44,500,000.00

Newsletters																			
City Campus		copies	40.00	100	100	100	100	100	100	100	100	100	100	100	100	100	100	1200	48,000.00
Library System & Webpage Maintenance			150,000.00	1														1	150,000.00
Internet Subscription			7,500.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	90,000.00
																		<i>Sub-total</i>	288,000.00
STAFF DEVELOPMENT																			
Team Building / Benchmarking		pax	2,500.00															20	50,000.00
Seminars		pax	15,000.00														4	4	60,000.00
																		<i>Sub-total</i>	110,000.00

TOTAL 45,300,364.00

Prepared by:


IVY B. MABANTO, MLIS
 College Librarian I

Noted by:


CARLOS H. DONOSO, Ed. D.
 City Campus Director

Recommending Approval:


RONITA E. TALINGTING, Ph.D.
 VP-Administration

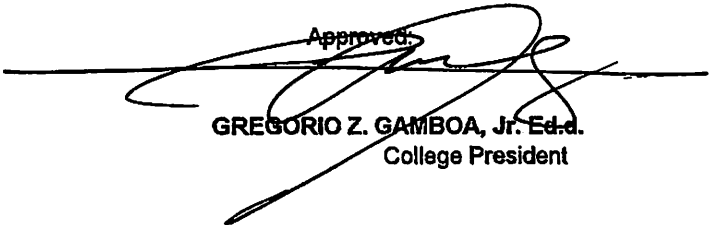
Approved As to Availability of Funds:


FELIPE T. CACHO, MBA
 Budget Officer III


GAY ROSE M. SEGUERA, CPA
 Accountant III

09-02-19

Approved:


GREGORIO Z. GAMBOA, Jr. Ed.d.
 College President



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City


PROJECT PROCUREMENT MANAGEMENT PLAN
For the Year 2019

Annual Procurement Plan Year: <u>2019</u> Office: <u>Library Department</u>				Name & Address of Agency: SURIGAO STATE COLLEGE OF TECHNOLOGY				Item in Budget: Program Amount: <u>PhP</u> 6,453,989.00											
NO.	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NUMBER	Unit Of Measure	Unit Cost	QUANTITY/MONTH												TOTAL QUANTITY	TOTAL AMOUNT	
					JAN.	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG.	SEPT	OCT	NOV	DEC			
	OFFICE SUPPLIES																		
	Acetate Sticker Clear Vinyl A4 size		pack	80.00		10												10	800.00
	Ballpen; Ballpoint (Black)	00050	pc	20.00		10			10				10					30	600.00
	Ballpen; Ballpoint (Red)		pc	20.00		10			10				10					30	600.00
	Book Label Protector (CLEAR) 1 1/4" x 2"		roll	1,500.00		2			1				1				1	5	7,500.00
	Bond Paper; US; Long; Subs 20	00048	ream	190.00		10		5		15			10		5			45	8,550.00
	Bond Paper; US; Short; Subs 20	00049	ream	170.00		2	2	2	2	2	2	2	2	2	2			20	3,400.00
	Bond Paper US, A4, Subs 20	00049	ream	180.00		2		1										3	550.00
	Brown Envelope; Long	00118	pc.	2.00		10		10		10			10		10			50	100.00
	Calculator Compact (Electronic 12 digits cap)		unit	500.00		2												2	1,000.00
	Cartolina; Assorted Color	00196	pc.	4.00		5		5				5						15	60.00
	Cartolina; white	00018	pc.	6.00		5		5				5						15	90.00
	Clearbook long 20 holes w/ pvc binder 20sheet		pc	120.00		5												5	600.00
	Correction Tape	00338	pc.	80.00		5			5				5					15	1,200.00
	Double sided tape		pc	45.00		2									2			4	180.00
	Duct tape		pc	200.00		1												1	200.00
	Elmer's Glue		gl.	1,200.00		1						1						2	2,400.00
	Eraser; Staedtler; small	01233	pc.	15.00		8				8								16	240.00
	Folder Expandable long		box	810.00		1												1	810.00
	Folder Long White		box	600.00		1												1	600.00
	Folder File with Cover		pc.	255.00		5		5		5		5						20	5,100.00
	Ink Refill; Pilot (black)	00612	pc.	150.00		1	1	1	1	1	1	1	1	1	1			10	1,500.00
	Ink; Stamping Pad; Violet	00028	pc.	20.00		1				1								2	40.00
	Illustration board; standard size		pc.	70.00		3		3		3								9	630.00
	Laminating film		roll	950.00		1												1	950.00
	Masking tape 2"		roll	40.00		5			2				5					12	480.00
	Metal Ruler		pc	50.00		10												10	500.00
	Paper Clip, vinyl coated 1" 100s/box		box	10.00		2		1		2								5	50.00
	Paper Clip, vinyl coated 2"		box	15.00		2		1		2								5	75.00
	Pentel Pen; Pilot, refillable		pc	35.00		5		5		5								15	525.00
	Pencil Sharpener		pc	700.00		1												1	700.00
	Puncher (heavy duty)		pc	1,000.00		2												2	2,000.00
	Push Pin		box	35.00		2		2		2		2		2				10	350.00
	Rubber Cement		gl.	320.00		1		1		1		1		1				5	1,600.00
	Scissors, big (heavy duty)		pc	100.00		8												8	800.00


Scotch tape 1"		roll	30.00		10		10		10		10		10		50	1,500.00
Scotch tape 2"		roll	50.00		5		5		5		5		5		25	1,250.00
Sign Pen (0.5mm)		pc	60.00		8				8						16	960.00
Stamping pad		pc	120.00						2						2	240.00
Sticker Paper A4 size		pack	300.00		5										5	1,500.00
Matt sticker paper (A4 size)		pack	350.00		5										5	1,750.00
Tape Dispenser		pc	120.00		3										3	360.00
Cutter 500L Big		pc.	125.00		5										5	625.00
Packing Tape; 2"	00235	roll	40.00		3										3	120.00
Record Book; 500 pages	00040	pc.	50.00		5				5						10	500.00
Rubberized cellophane (cover for books)		roll	1,600.00		2		2		2		2		2		10	16,000.00
Ruler (transparent) 2"		pc.	15.00		2										2	30.00
Stapler with staple remover (35)		pc	145.00		4										4	580.00
Staple Wire; Max # 35	00044	box	50.00		4		3		3		3		2		15	750.00
Thumbtacks	00259	box	6.00		5										5	30.00
folder (White) long		pc.	2.00		5		5		5		5		5		25	50.00
JANITORIAL SUPPLIES															<i>Sub-total</i>	71,025.00
Air Freshener	00005	can	300.00		2		2		2		2		2		10	3,000.00
Alcohol 70% solution; 500ml.	00651	btl.	80.00		2		1	2	2		2		2		14	1,120.00
Baygon Spray; 350ml.	00099	btl.	182.00		2			2			2			2	8	1,456.00
Broom Soft	00447	pc.	150.00		4			4			4				16	2,400.00
Dust pan		pc	105.00		4										4	420.00
Feather Duster wooded hunadle	01251	pc.	55.00		5				5						10	550.00
Glass Cleaner; Kiwi, 500ml	00236	btl.	120.00		4		4		4		4		4		20	2,400.00
Muriatic Acid		gal	450.00		1				1				1		3	1,350.00
Paint Brush with handle (for computer cleaning)		pc	30.00		4										4	120.00
Tumado map		pc.	900.00		3										3	2,700.00
Tide Powder; 500 gms.	00008	pack	80.00		2		2		2		2		1		10	800.00
Trash Can; Small		pc.	70.00				1						1		2	140.00
Zonrox Bleach 1 liter		btl.	500.00				1		1				1		3	1,500.00
IT SUPPLIES															<i>Sub-total</i>	17,956.00
USB; 16GB; kingston.		pc.	800.00		5										5	4,000.00
Mouse		pc	250.00		5										5	1,250.00
Keyboard		pc	350.00		2										2	700.00
UPS		pc	1,900.00		5										5	9,500.00
LexMark Refill MX 510 ink		pc.	5,500.00		1				1				1		3	16,500.00
LexMark Refill MX 510 drum		pc	5,500.00				1								1	5,500.00
Ink Refill Epson T6641 (black)		pc	300.00		2	2	2	2	2	2	3	3	3	3	30	9,000.00
Ink Refill Epson T6642 (cyan)		pc	300.00		5										5	1,500.00
Ink Refill Epson T6643 (magenta)		pc	300.00		5										5	1,500.00
Ink Refill Epson T6644 (yellow)		pc	300.00		5										5	1,500.00
Thermal Receipt Printer RS232/USB		pc	12,000.00		2										2	24,000.00
Thermal 3 1/8 Inch x230' paper 50 rolls		roll	1,000.00		5										5	5,000.00
High Pressure Electric Portable Blower (for Computer Hardware Cleaning)		pc.	2,500.00				1								1	2,500.00
Sub-total															82,450.00	

ELECTRICAL SUPPLIES																
Battery; 1.5; Energizer; AA	00239	pc	36.00		3										3	108.00
Extension wire (10m)		pc	450.00		2										2	900.00
Electrical tape		roll	500.00		1										1	500.00
															Sub-total	1,508.00
FURNITURES																
Adjustable Book Shelves (Steel) 72x94 x12		pc	10,000.00	10											10	100,000.00
Book Cart		pc	2,000.00	1											1	2,000.00
Display shelves			5,000.00	1											1	5,000.00
Portable Stainless Kitchen Sink		pc.	7,000.00			1									1	7,000.00
															Sub-total	114,000.00
ACTIVITY																
National Book Week Snacks		pc	30.00											50	50	1,500.00
National Book Week Tarpaulin		pc	250.00		1									2	3	750.00
National Book Week Prizes																5,000.00
															Sub-total	7,250.00
MISCELLANEOUS																
Christmas Décor (Assorted)		bundle	5,000.00											1	1	5,000.00
															Sub-total	5,000.00
BOOKS																
1 Printed books																
City Campus		titles														5,000,000.00
															Sub-total	5,000,000.00
PERIODICAL SUBSCRIPTIONS																
3 Journals																
City Campus		titles														1,000,000.00
5 Newspapers																-
City Campus		copies	40.00	100	100	100	100	100	100	100	100	100	100	100	120	4,800.00
4 Library System & Webpage Maintenance			150,000.00			1									1	150,000.00
															Sub-total	1,154,800.00
															TOTAL	6,453,989.00

Prepared by:


IVY B. MABANTO, MLIS
 College Librarian I

Noted by:

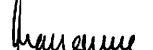

CARLOS H. DONOSO, Ed. D.
 City Campus Director

Recommending Approval:



RONITA E. TALINGTING, Ph.d.
 VP-Academic Affairs

Approved As to Availability of Funds:


FELIPE T. CACHO, MBA
 Budget Officer III


GAY ROSE M. SEGUERA, CPA
 Accountant III

Approved:


GREGORIO Z. GAMBOA, Jr. Ed.d.
 College President

02.04.19

SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

10117

PROJECT PROCUREMENT MANAGEMENT PLAN
For the Year 2018

Annual Procurement Plan Year: 2018 Office: Library Department				Name & Address of Agency: SURIGAO STATE COLLEGE OF TECHNOLOGY				Item in Budget: Program Amount: PhP 2,233,886.20										
NO	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NUMBER	Unit Of Measure	Unit Cost	QUANTITY/MONTH												TOTAL QUANTITY	TOTAL AMOUNT
					JAN.	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG.	SEPT	OCT	NOV	DEC		
1	Air Freshener, Bayfresh	00005	btl.	145.00		2						2					4	580.00
2	Albatros		pc	65.00		2	1	1	1	1	1	1	1	1	1	1	12	780.00
3	Alcohol, Rubbing, Casino, 250ml.	00651	btl.	35.00		2				2					2		6	210.00
4	Ballpen, Ballpoint, Pilot (black,red)	00050	pc	20.00		8			8			8					24	480.00
5	Battery, 1.5, Energizer, AA	00239	pc	36.00		3											3	108.00
6	Baygon Spray, 350ml.	00099	btl.	182.00		2						2					4	728.00
7	Bond Paper, US; A4; Subs 20	00049	ream	140.00		2				2				2			6	840.00
8	Bond Paper, US; Long; Subs 20	00048	ream	170.00		2				3			5				10	1,700.00
9	book ends (metal)		pc	150.00		50											50	7,500.00
10	Broom, Lanot and gihay	00447	pc.	35.00		4				4				4			12	420.00
11	Cartolina, Assorted Color	00196	pc.	4.00		5		5			5						15	60.00
12	Cartolina, white	00018	pc.	3.50		5		5			5						15	52.50
13	Christmas décor (assorted)		bundle	5,000.00										1			1	5,000.00
14	Dater Stamp # 03	01080	pc.	65.00		2											2	130.00
15	Double sided tape		pc	45.00		2											2	90.00
16	Dust pan (big)		pc	35.00		4											4	140.00
17	Elmer's Glue		gl.	290.00		1					1						2	580.00
18	Eraser, Staedtler, small	01233	pc.	15.00		8				8							16	240.00
19	Glass Cleaner, Kiwi, 500ml	00236	btl.	120.00		4		4		4		4		4			20	2,400.00
20	Ink Refill; (black)	00612	pc.	70.00		1	1	1	1	1	1	1	1	1	1		10	700.00
21	Ink, Stamping Pad; Black	00028	pc.	11.00		1				1							2	22.00
22	Masking Tape; 2"	00240	roll	20.00		5			2			5					12	240.00
23	Muriatic Acid		gal	200.00		1				1				1			3	600.00
24	Paint Brush with Handle (for computer cleaning)	01169	pc.	30.00		2											2	60.00
25	Paper Clip; Big, plastic	00032	box	6.00								2					2	12.00
26	Paper Clip; Small, plastic	00609	box	15.60								2					2	31.20
27	Pencil; Mongol	00035	pc.	4.50					10								10	45.00
28	Pentel Pen; refillable	00053	pc.	32.00		5		5			5						15	480.00
29	Puncher (heavy duty)					2											2	230.00
30	Push Pin	00037	box	12.00		3											3	36.00
31	Rubber cement		gl.	320.00		1				1							2	640.00
32	Scissor; big	00247	pc.	50.00		8											8	400.00
33	Scotch Tape; 1"	00225	roll	4.00		10				15							25	100.00
34	Scotch Tape; 2"	00613	roll	10.00		5						2					7	70.00
35	Sign Pen; G - tech	00893	pc.	60.00		8				8							16	960.00
36	Stamping pad		pc.	120.00						2							2	240.00

38	Staple Wire, Max # 35	00044	box	35.00	2												7	630.00
39	Stapler with staple remover		pc	250.00	4												6	210.00
40	Stapler, big (# 14 staple wire) for newspaper		pc	810.00	1												4	1,000.00
41	Thumbtacks	00259	box	6.00	2												1	810.00
42	Tide Powder	00008	kg	80.00	1			1		1							2	12.00
43	Tornado mop		pc	700.00	3												6	480.00
44	Trash Can, Big		pc.	70.00		1											3	2,100.00
45	White folder, long		pc.	1.50	5			5		5			1				2	140.00
46	Zonrox		gal	200.00	1					1							25	37.50
																	3	600.00

IT SUPPLIES & ACCESSORIES/ EQUIPMENTS

Sub-total 32,924.20

1	Comp. Ribbon, Epson, LX 300 with Cartridge	00138	pc.	115.00	2			2									10	1,150.00
2	External Drive (1 TB)		pc	3,500.00	1												1	3,500.00
3	Ink Refill Epson T6641		pc	300.00	2												4	1,200.00
4	Ink Refill Epson T6642		pc	300.00	2												4	1,200.00
5	Ink Refill Epson T6643		pc	300.00	2												4	1,200.00
6	Ink Refill Epson T6644		pc	300.00	2												4	1,200.00
7	Internet subscription			11,500.00	1	1	1	1	1	1	1	1	1	1	1	1	12	138,000.00
8	LexMark MX 510de Drum		pc.	5,000.00	1												1	5,000.00
9	LexMark Refill MX 510 ink		pc.	3,500.00	1				1								3	10,500.00
10	USB, 16GB, kingston.			800.00	1												2	1,600.00
11	Vacuum Cleaner (heavy duty)			5,000.00	1												1	5,000.00

Sub-total 169,550.00

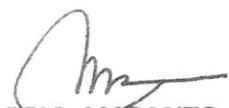
BOOKS/ PERIODICALS

1	Print books		vols.	1,800.00				300									300	600	1,080,000.00
2	E-books and databases			10,000.00		100												100	1,000,000.00
3	Periodicals Subscription (annual)		titles	12,356.00						77								77	951,412.00
4	Periodicals Subscription (daily)		copies	38.00	194	170	182	180	194	180	194	188	180	200	180	176		2218	84,284.00
2	Library System & Webpage Maintenance			150,000.00	1													1	150,000.00

Sub-total 2,031,412.00

TOTAL 2,233,886.20

Prepared by:



IVY B. MABANTO, MLIS
 Head Librarian

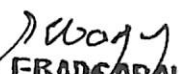
Recommending Approval:


RONITA E. TALINGTING, PhD.
 CAO -Designate

Approved As to Availability of Funds:


FELIPE T. CACHON, MBA
 Budget Officer III


GAY ROSE M. SEGUERA, CPA
 Accountant III

Approved: 
ADEON A. EBARGA, PhD
 VP - ADMIN
GREGORIO Z. GAMBOA, JR., EdD.
 College President



SURIGAO STATE COLLEGE OF TECHNOLOGY

"For Nation's Greater Heights"

Document No	FM-SSCT-ADMIN-004
Revision No	00
Effective Date	01 January 2019
Page No	1 of 1

PROJECT PROCUREMENT MANAGEMENT PLAN
For the Year **2021**

Annual Procurement Plan Year: <u>2021</u> Office: Library Department			Name & Address of Agency: SURIGAO STATE COLLEGE OF TECHNOLOGY										Item in Budget: Program Amount: PhP 14,978,140.00					
NO.	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NUMBER	Unit Of Measure	Unit Cost	QUANTITY/MONTH												TOTAL QUANTITY	TOTAL AMOUNT
					JAN.	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG.	SEPT	OCT	NOV	DEC		
	OFFICE SUPPLIES																	
	Acetate Sticker Clear Vinyl A4 size		pack	80.00		10											10	800.00
	Ballpen; Ballpoint (Black)	00050	pc	20.00		10			10			10					30	600.00
	Ballpen; Ballpoint (Red)		pc	20.00		10			10			10					30	600.00
	Barcode Protector		roll	2,000.00		10											10	20,000.00
	Metal Bookends (NO.BST-1960, 6")		box	7,000.00	1												1	7,000.00
	Book Label Protector (CLEAR) 1 1/4" x 2"		roll	1,500.00		2			1			1				1	5	7,500.00
	Bond Paper, US; Long; Subs 20	00048	ream	200.00	5	10		5		15		10		5			50	10,000.00
	Bond Paper, US; Short; Subs 20	00049	ream	190.00		2	2	2	2	2	2	2	2	2	2		20	3,800.00
	Bond Paper US, A4, Subs 20	00049	ream	190.00		2	2	2	2	2	2	2	2	2	2		20	3,800.00
	Brown Envelope; Long	00118	pc	20.00		10		10		10		10		10			50	1,000.00
	Cartolina; Assorted Color	00196	pack	500.00		1			1				1				3	1,500.00
	Cartolina; white	00018	pack	500.00		1			1				1				5	2,500.00
	Correction Tape	00338	pc	80.00		5			5				5				15	1,200.00
	Double sided tape		pc	100.00		2			2				2				6	600.00
	Duct tape (1.88 inches X 60		pc	1,000.00		1							1				1	1,000.00
	Elmer's Glue		gl.	1,200.00		1					1						2	2,400.00
	Highlighter (Jumbo)		pc	50.00	10												10	500.00
	Ink; Stamping Pad; Violet	00028	pc	20.00		1				1							2	40.00
	Masking tape 2"		roll	40.00		5											5	200.00
	Paper Clip, vinyl coated 1" 100s/box		box	20.00		10											10	200.00
	Paper Clip, vinyl coated 2"		box	30.00		10											10	300.00
	Pentel Pen (Red & Blue)		pc	35.00		5				5				5			15	525.00
	Push Pin		box	35.00		10											10	350.00
	Rubber Cement		bottle	300.00		1		1		1		1		1			5	1,500.00
	Scissors, big (heavy duty) 8"-10"		pc	200.00		5											5	1,000.00
	Scotch tape 1"		roll	30.00		10		10		10		10		10			50	1,500.00
	Scotch tape 2"		roll	50.00		5		5		5		5		5			25	1,250.00
	Sign Pen (0.5mm)		pc	60.00		8			8								16	960.00
	Stamping pad		pc	150.00			3		2								5	750.00
	Matte sticker paper (A4 size)		pack	500.00		5			5								10	5,000.00
	Cutter 500L Big		pc	125.00		5											5	625.00
	Packing Tape, 2"	00235	roll	40.00		5											5	200.00



Budgetary Allocation
FY 2019-2021
LIBRARY

PARTICULARS	FY 2019	FY 2020	FY 2021
Library	2,889,647.86	7,096,500.00	4,278,300.00

Prepared by:

V. Broqueza
VENISSA N. BROQUEZA
Admin Aide

Certified Correct:

F. Cacho
FELIPE T. CACHO, MBA
Budget Officer III



Statement of Budgetary Allocation-Library FY 2021

As a result of applying its budgetary policies and procedures, the Campus core budgetary allocations, is as follows:

Allocated Allotment for FY 2021	4,278,300.00
Projected Expenses for FY 2021	4,278,300.00
Projected Net Savings	-

Prepared by:

Wong
VENISSA N. BROQUEZA
Admin Aide

Certified Correct:

Felipe T. Cachó
FELIPE T. CACHO, MBA
Budget Officer III



"For Nation's Greater Heights"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City



Budgetary Allocation
FY 2019-2021

PARTICULARS	FY 2019	FY 2020	FY 2021
D.6 The Institution provides/allocate trust funds for following student services and activities			
D.6.1. Cultural Development	210,680.00	483,970.00	307,450.00
D.6.2. Sports Development	1,358,635.00	7,953,730.00	4,647,260.00
D.6.3. Medical / Dental	968,220.00	2,265,300.00	1,376,150.00
D.6.4. Library	2,889,647.86	7,096,500.00	4,278,300.00
D.6.5. Student body organizations	438,090.00	1,104,525.00	645,300.00
D.6.6. Guidance and Counseling	1,033,545.00	2,399,800.00	1,361,190.00
D.6.7. improvement of laboratories/shops	2,777,935.00	4,285,970.00	2,705,130.00
D.6.8. purchase/ replacement of new equipment	4,133,800.00	6,190,970.00	5,668,384.00
D.6.9. improvement/ expansion of physical plant	2,270,000.00	2,000,000.00	413,000.00
D.6.10. extension/community service	392,874.77	412,518.51	433,144.44
D.6.11. auxiliary services, etc.	916,709.35	962,544.81	1,010,672.05

Prepared by: *V. Broqueza*
VENISSA N. BROQUEZA
Admin Aide

Certified By: *F. T. Cacho*
FELIPE T. CACHO
Budget Officer III



"From Tradition to Quality Through Innovation"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City



Budgetary Allocation
FY 2019-2021

PARTICULARS	FY 2019	FY 2020	FY 2021
D.6 The Institution provides/allocate trust funds for following student services and activities			
D.6.1. Cultural Development	210,680.00	483,970.00	307,450.00
D.6.2. Sports Development	1,358,635.00	7,953,730.00	4,647,260.00
D.6.3. Medical / Dental	968,220.00	2,265,300.00	1,376,150.00
D.6.4. Library	2,889,647.86	7,096,500.00	4,278,300.00
D.6.5. Student body organizations	438,090.00	1,104,525.00	645,300.00
D.6.6. Guidance and Counseling	1,033,545.00	2,399,800.00	1,361,190.00
D.6.7. improvement of laboratories/shops	2,777,935.00	4,285,970.00	2,705,130.00
D.6.8. purchase/ replacement of new equipment	4,133,800.00	6,190,970.00	5,668,384.00
D.6.9. improvement/ expansion of physical plant	2,270,000.00	2,000,000.00	413,000.00
D.6.10. extension/community service	392,874.77	412,518.51	433,144.44
D.6.11. auxiliary services, etc.	916,709.35	962,544.81	1,010,672.05

Prepared by: *V. Broqueza*
VENISSA N. BROQUEZA
Admin Aide

Certified By: *F. T. Cacho*
FELIPE T. CACHO
Budget Officer III



Budgetary Allocation
FY 2018-2020

PARTICULARS	FY 2018	FY 2019	FY 2020
1. Faculty Development	7,014,000.00	9,453,000.00	9,000,000.00
2. Sports Development	188,523.92	1,358,635.00	7,953,730.00
3. Research Services	3,507,000.00	5,251,000.00	5,000,000.00
4. Extension services	3,507,000.00	5,251,000.00	5,000,000.00
5. Allocation for Library	2,422,275.16	2,889,647.86	7,096,500.00

Prepared by: *V. Broqueza*
VENISSA N. BROQUEZA
Admin Aide

Certified By: *F. Cacho*
FELIPE T. CACHO
Budget Officer III



Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
 Narciso Street, Surigao City



CERTIFICATE NUMBER: AJA 19-0223

Statement of Budgetary Allocation-Library
 FY 2019

As a result of applying its budgetary policies and procedures, the Campus core budgetary allocations, is as follows:

Allocated Allotment for FY 2019	2,889,647.86
Projected Expenses for FY 2019	2,889,647.86
Projected Net Savings	-

Prepared by: *Unbo*
VENISSA N. BROQUEZA
 Admin Aide

Certified by: *[Signature]*
FELIPE T. CACHO, MBA
 Budget Officer III