

Republic of the Philippines  
**OFFICE OF THE DEPUTY OMBUDSMAN FOR LUZON**  
 3/F Ombudmsan Bldg., Agham Road, Quezon City

**ANNUAL PROCUREMENT PLAN FOR 2017**  
**For Common-Use Supplies and Equipment**

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- Region XIII
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- Regions VI, VII, VIII, X, & XI
  - c. Surigao Del Norte - Surigao Del Norte
  - d. Zamboanga Sibugay- Zamboanga Sibugay
  - e. Camiguin - Camiguin
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
6. The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
  - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. ps.app.deped@gmail.com- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: OFFICE OF THE DEPUTY OMBUDSMAN FOR LUZON  
 Region: METRO MANILA  
 Address: 3/F OMBUDSMAN BLDG. AGHAM ROAD , Q.C.

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Item & Specifications	Unit of Measure	Quantity Requirement																			Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4			Q4 AMOUNT	Total Quantity
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>COMMON ELECTRICAL SUPPLIES</b>																								
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack		100		100	2000		20		20	400		20		20	400		20		20	400	160	20.00	3,200.00
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack		100		100	2000		20		20	400		20		20	400		20		20	400	160	20.00	3,200.00
3 LINEAR TUBE, LED 18 WATTS	tube		180		180	54000		50		50	15000		100		100	30000		50		50	15000	380	300.00	114,000.00
4 COMPACT FLUORESCENT LAMP/LED, 18 watts,	piece		55		55	16500		15		15	4500		20		20	6000		15		15	4500	105	300.00	31,500.00

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5 TAPE, electrical	roll		5		5	100		3		3	60				0	0		3		3	60	11	20.00	220.00		
<b>COMMON OFFICE SUPPLIES</b>																										
1 AIR FRESHENER, 280mL/can	can		24		24	1992		24		24	1992		12		12	996		12		12	996	72	83.00	5,976.00		
2 ALCOHOL, 70%, ethyl, 500ml	bottle		216		216	9504		216		216	9504		216		216	9504		216		216	9504	864	44.00	38,016.00		
3 CARTOLINA, assorted color, 20 pieces per pack	pack		20		20	1440		20		20	1440		20		20	1440		20		20	1440	80	72.00	5,760.00		
4 CARTOLINA, white, 20 pieces per pack	pack		10		10	520		5		5	260		5		5	260		5		5	260	25	52.00	1,300.00		
5 CARTOLINA, Assorted Color, 20 pieces per pack	pack		20		20	1300		5		5	325		5		5	325		5		5	325	35	65.00	2,275.00		
6 CLIP, backfold, 19mm, 12 pieces per box	box		10		10	72.8		10		10	72.8		10		10	72.8		10		10	72.8	40	7.28	291.20		
7 CLIP, backfold, 25mm, 12 pieces per box	box		10		10	166.4		10		10	166.4		10		10	166.4		10		10	166.4	40	16.64	665.60		
8 CLIP, backfold, 32mm, 12 pieces per box	box		10		10	206.8		10		10	206.8		10		10	206.8		10		10	206.8	40	20.68	827.20		
9 CLIP, backfold, 50mm, 12 pieces per box	box		10		10	436.8		10		10	436.8		10		10	436.8		10		10	436.8	40	43.68	1,747.20		
10 CORRECTION TAPE, 6 meters(min),	piece		100		100	4108		100		100	4108		100		100	4108		100		100	4108	400	41.08	16,432.00		
11 DATA FILE BOX, made with chipboard, with closed ends	box		12		12	836.76		12		12	836.76		12		12	836.76		12		12	836.76	48	69.73	3,347.04		
12 DATA FOLDER, made with chipboard, taglia lock	piece		100		100	7500		50		50	3750		50		50	3750		50		50	3750	250	75.00	18,750.00		
13 ENVELOPE, DOCUMENTARY, for SHORT/A4 size document, 500 pieces per box	box		15		15	6052.8		12		12	4842.24		12		12	4842.2		2		2	807.04	41	403.52	16,544.32		
14 ENVELOPE EXPANDING LEGAL 100/box	box		0		0	0		2		2	1360		2		2	1360		2		2	1360	6	680.00	4,080.00		
15 ENVELOPE, DOCUMENTARY, for Legal size, 500 pcs	box		0		0	0		3		3	1522.2		2		2	1014.8		3		3	1522.2	8	507.40	4,059.20		
16 ENVELOPE, MAILING, 500 pieces per box, 20gsm	box		30		30	15000		20		20	10000		20		20	10000		20		20	10000	90	500.00	45,000.00		
17 FASTENER, for paper, metal, 50 sets per box	box		50		50	2854.5		50		50	2854.5		50		50	2854.5		50		50	2854.5	200	57.09	11,418.00		
18 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box		5		5	4679.5		3		3	2807.67		5		5	4679.5		3		3	2807.7	16	935.89	14,974.24		
19 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack		20		20	5000		20		20	5000		20		20	5000		20		20	5000	80	250.00	20,000.00		
20 GLUE, all purpose, 300 grams min.	jar		12		12	586.56		12		12	586.56		12		12	586.56		12		12	586.56	48	48.88	2,346.24		
21 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0		10		10	508.4				0	0				0	0	10	50.84	508.40		
22 LOOSE LEAF COVER, 50sets per bundle	bundle		0		0	0		0		0	0		0		0	0		0		0	0	0	539.76	-		
23 MARKER, fluorescent, 3 colors per set	set		25		25	888.75		25		25	888.75		25		25	888.75		25		25	888.75	100	35.55	3,555.00		
24 MARKER, whiteboard, bullet type, black	piece		50		50	590		24		24	283.2		24		24	283.2		24		24	283.2	122	11.80	1,439.60		
25 MARKER, whiteboard, bullet type, blue	piece		50		50	590		24		24	283.2		24		24	283.2		24		24	283.2	122	11.80	1,439.60		
26 MARKER, whiteboard, bullet type, red	piece		50		50	590		24		24	283.2		24		24	283.2		24		24	283.2	122	11.80	1,439.60		
27 MARKER, permanent, bullet type, black	piece		36		36	347.4		36		36	347.4		36		36	347.4		36		36	347.4	144	9.65	1,389.60		
28 MARKER, permanent, bullet type, blue	piece		24		24	231.6		24		24	231.6		24		24	231.6		24		24	231.6	96	9.65	926.40		
29 MARKER, permanent, bullet type, red	piece		12		12	115.8		24		24	231.6		24		24	231.6		24		24	231.6	84	9.65	810.60		
30 NOTE BOOK, stenographer's, 40 leaves, spiral	piece		50		50	515		50		50	515		50		50	515		50		50	515	200	10.30	2,060.00		
31 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad		20		20	840		20		20	840		20		20	840		20		20	840	80	42.00	3,360.00		
32 PAD PAPER, Ruled	pad		50		50	873.5		50		50	873.5		50		50	873.5		50		50	873.5	200	17.47	3,494.00		
33 PAPER CLIP, gem type, 48mm, 100 pieces per box	box		50		50	676		50		50	676		50		50	676		50		50	676	200	13.52	2,704.00		
34 PAPER CLIP, gem type, 32mm, 100 pieces per box	box		50		50	338		50		50	338		50		50	338		50		50	338	200	6.76	1,352.00		
35 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm Legal	ream		800		800	120000		700		700	105000		800		800	120000		700		700	105000	3000	150.00	450,000.00		
36 PAPER, BOOK, 80GSM, size: 8-1/2" x 11' Letter	ream		400		400	56000		300		300	42000		400		400	56000		300		300	42000	1400	140.00	196,000.00		
37 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream		10		10	1023.9		10		10	1023.9		10		10	1023.9		10		10	1023.9	40	102.39	4,095.60		
38 PENCIL, lead, w/eraser, one(1) dozen per box	box		24		24	470.88		24		24	470.88		24		24	470.88		24		24	470.88	96	19.62	1,883.52		

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39 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book		0		0	0		20		20	1206.4		50		50	3016		50		50	3016	120	60.32	7,238.40		
40 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book		0		0	0		20		20	1737		50		50	4342.5		50		50	4342.5	120	86.85	10,422.00		
41 RUBBER BAND, 70mm min lay flat length (#18)	box		0		0	0		50		50	5292.5		50		50	5292.5		50		50	5292.5	150	105.85	15,877.50		
42 STAMP PAD INK, violet, 50mL	bottle		12		12	274.56		24		24	549.12		12		12	274.56		24		24	549.12	72	22.88	1,647.36		
43 STAMP PAD, felt pad, min 60mm x 100mm	piece		12		12	372.96		12		12	372.96		12		12	372.96		12		12	372.96	48	31.08	1,491.84		
44 STAPLE WIRE, Heavy duty, 23/13	box		0		0	0		5		5	152.1		5		5	152.1		5		5	152.1	15	30.42	456.30		
45 STAPLE WIRE, Standard	box		50		50	946		70		70	1324.4		80		80	1513.6		80		80	1513.6	280	18.92	5,297.60		
46 TAPE, masking, 24mm, 50 meters length	roll		24		24	1322.9		36		36	1984.32		36		36	1984.3		24		24	1322.9	120	55.12	6,614.40		
47 TAPE, transparent, 24mm, 50 meters	roll		100		100	1500		200		200	3000		200		200	3000		150		150	2250	650	15.00	9,750.00		
48 TAPE, packaging, 48mm, 50 meters length	roll		30		30	998.4		30		30	998.4		30		30	998.4		30		30	998.4	120	33.28	3,993.60		
49 TAPE DISPENSER, handheld	piece		2		2	58.2		2		2	58.2		2		2	58.2		2		2	58.2	8	29.10			
50 TAPE, for adding machine	roll				0	0		10		10	81.1		0		0	0		10		10	81.1	20	8.11	162.20		
51 TOILET TISSUE, 12 rolls per pack	pack		45		45	3400.7		45		45	3400.65		45		45	3400.7		45		45	3400.7	180	75.57	13,602.60		
52 TWINE, plastic, one kilo per roll	roll		10		10	540.8		5		5	270.4		0		0	0		5		5	270.4	20	54.08	1,081.60		
<b>COMMON OFFICE DEVICES</b>																										
1 DATING AND STAMPING MACHINE	piece		5		5	2391.9				0	0				0	0				0	0	5	478.38	2,391.90		
2 PENCIL SHARPENER, 1 piece in individual plastic case	piece		2		2	374.4		2		2	374.4		2		2	374.4		2		2	374.4	8	187.20	1,497.60		
3 PUNCHER, paper, heavy duty, with two hole guide	piece		5		5	617.15		5		5	617.15		5		5	617.15		5		5	617.15	20	123.43	2,468.60		
4 SCISSORS, (6")	pair		5		5	77.65		5		5	77.65		5		5	77.65		5		5	77.65	20	15.53	310.60		
5 STAPLER, standard	piece		10		10	922.3		10		10	922.3		10		10	922.3		8		8	737.84	38	92.23	3,504.74		
6 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm	piece		2		2	2119.5		1		1	1059.76		2		2	2119.5		1		1	1059.8	6	1,059.76	6,358.56		
7 STAPLE REMOVER, plier type	piece		12		12	211.56		12		12	211.56		12		12	211.56		12		12	211.56	48	17.63	846.24		
8 TAPE DISPENSER, table top	piece		5		5	238.6		5		5	238.6		5		5	238.6		5		5	238.6	20	47.72	954.40		
9 WASTE BASKET, non-rigid plastic	piece		10		10	306.8		10		10	306.8		10		10	306.8		10		10	306.8	40	30.68	1,227.20		
<b>COMMON JANITORIAL SUPPLIES</b>																										
1 RAG, all cotton, 32 pieces per kilo per bundle	bundle		35		35	1750		40		40	2000		35		35	1750		30		30	1500	140	50.00	7,000.00		
<b>COMMON OFFICE EQUIPMENT</b>																										
1 ELECTRIC FAN, stand type	unit			0	0	0		2		2	2073.76				0	0		2		2	2073.8	4	1,036.88	4,147.52		
<b>COMMON COMPUTER SUPPLIES</b>																										
1 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece		50	0	50	1068.5		50	50	1068.5			30	30	641.1		30		30	641.1	160	21.37	3,419.20			
2 CR RW 700MB	piece		25		25			25	25				30	30			30		30		110	12.00	1,320.00			
3 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0,	piece			1	1	3093			1	1	3092.96			1	1	3093			1	1	3093	4	3,092.96	12,371.84		
4 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			20	20	7000		20	20	7000			20	20	7000		20		20	7000	80	350.00	28,000.00			
5 MOUSE, optical, USB connection type	unit		5	5	686.4		5	5	686.4			5	5	686.4		5	5	686.4		5	686.4	20	137.28	2,745.60		
<b>HANDBOOK ON PROCUREMENT</b>																										
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RAG 184(6th Edition),	piece			10	10	289			10	10	289			10	10	289			10	10	289	40	28.90	1,156.00		

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
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1 INK CART, BROTHER LC40, Black	cart	12			12	9000		8	8	6000		5		5	3750		5	5	3750	30	750.00	22,500.00	
2 INK CART, BROTHER LC40, Cyan	cart	10			10	5500		3	3	1650		3		3	1650		2	2	1100	18	550.00	9,900.00	
3 INK CART, BROTHER LC40, Magenta	cart	10			10	5500		3	3	1650		3		3	1650		2	2	1100	18	550.00	9,900.00	
4 INK CART, BROTHER LC40, Yellow	cart	10			10	5500		3	3	1650		3		3	1650		2	2	1100	18	550.00	9,900.00	
5 INK CART, EPSON C13T6664100 (T6641), Black	cart	6			6	2100		3	3	1050		6		6	2100		3	3	1050	18	350.00	6,300.00	
6 INK CART, EPSON C13T664200 (T6642), Cyan	cart	6			6	2100		3	3	1050		6		6	2100		3	3	1050	18	350.00	6,300.00	
7 INK CART, EPSON C13T664300 (T6643), Magenta	cart	6			6	2100		3	3	1050		6		6	2100		3	3	1050	18	350.00	6,300.00	
8 INK CART, EPSON C13T664400 (T6644), Yellow	cart	6			6	2100		3	3	1050		6		6	2100		3	3	1050	18	350.00	6,300.00	
9 INK CART, HP CN692AA, (HP704), Black	cart	10			10	4500		5	5	2250		5		5	2250		5	5	2250	25	450.00	11,250.00	
10 INK CART, HP CN693AA, (HP704), Tri-color	cart	5			5	2250		3	3	1350		3		3	1350		3	3	1350	14	450.00	6,300.00	
11 INK CANON PIXMA PGI-35 BLACK	cart	12			12	3600		10	10	3000		8		8	2400		6	6	1800	36	300.00	10,800.00	
12 INK CANON PIXMA PGI-36 COLOR	cart	8			8	2800		8	8	2800		6		6	2100		6	6	2100	28	350.00	9,800.00	
13 RIBBON EPSON #8755	cart	10			10	4000		2	2	800		5		2	800		2	2	800	16	400.00	6,400.00	
14 RIBBON EPSON # /LQ-2190	cart	10			10	8000		10	10	8000		10		10	8000		10	10	8000	40	800.00	32,000.00	
15 TONER CART, BROTHER TN-2025, Black	cart				0	0			0	0				0	0			0	0	0	2,556.32	-	
16 TONER CART, BROTHER TN-2260, Black	cart	10			10	28000		3	3	8400		6		6	16800		3	3	8400	22	2,800.00	61,600.00	
17 TONER CANON #319, Black	cart	10			10	55000		8	8	44000		6		6	33000		6	6	33000	30	5,500.00	165,000.00	
18 TONER CART, HP CC364A, Black	cart	2			2	14800		1	1	7400		2		2	14800		1	1	7400	6	7,400.00	44,400.00	
19 TONER CART, HP CE278A, Black	cart	8			8	24800			3	9300			4	4	12400		3	3	9300	18	3,100.00	55,800.00	
20 TONER CART, HP CE285A (HP85A), Black	cart	6			6	16242.72			3	8121.36			4	4	10828.48		3	3	8121.36	16	2,707.12	43,313.92	
21 TONER CART, HP Q2612A, Black	cart	2			2	6000			2	6000			2	2	6000		2	2	6000	8	3,000.00	24,000.00	
22 TONER CART, SAMSUNG ML-D2850B, Black	cart	15			15	75000			15	75000			15	15	75000		12	12	60000	57	5,000.00	285,000.00	
23 TONER CART, SAMSUNG MLT-111S, Black	cart	12			12	30000			10	25000			10	10	25000		10	10	25000	42	2,500.00	105,000.00	
24 TONER XEROX PHASER 3140/3155/3160	cart	25			25	87500			15	52500			15	15	52500		15	15	52500	70	3,500.00	245,000.00	
25 TONER KYOCERA TK-134	cart	0			0	0			8	44800			8	8	44800		8	8	44800	24	5,600.00	134,400.00	
26 TONER SAMSUNG MLT-205L/SEE	cart	4			4	20000			4	20000			4	4	20000		2	2	10000	14	5,000.00	70,000.00	

**B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

COMMON ELECTRICAL SUPPLIES																								
1 BALLAST, ELECTRONIC 7 TERMINALS	piece		54		54	16200			24		24	7200			12	12	3600		0	0	90	300.00	27,000.00	
2 BALLAST, ELECTRIC	piece		54		54	5400			24		24	2400			24	24	2400		24	24	2400	126	100.00	12,600.00
3 FLOURESCENT TUBE 32 Watts	tube		100		100	7000			50		50	3500			50	50	3500		50	50	3500	250	70.00	17,500.00
COMMON OFFICE SUPPLIES																								
						0																		
1 BALLPEN BLACK	pcs		200		200	1400			80		80	560			50	50	350		30	30	210	360	7.00	2,520.00
2 BALLPEN BLUE	pcs		200		200	1400			60		60	420			30	30	210		20	20	140	310	7.00	2,170.00
3 BALLPEN RED	pcs		50		50	350			24		24	168				0	0		24	24	168	98	7.00	686.00
4 CLIP, bulldog, 73mm (3")	piece		20		20	166.4			10		10	83.2			10	10	83.2		10	10	83.2	50	8.32	416.00
5 Doc. Filer/Box 11"H x 8"W x 15-1/4"L, finger ring, 5 x 8 index card	pcs		600		600	240000			400		400	160000			500	500	200000		400	400	160000	1900	400.00	760,000.00
6 FOLDER Morocco Assorted Color (Case Folde) 39.5cm H x 55cm W (not Folded)	pcs		200		200	3600			200		200	3600			200	200	3600		200	200	3600	800	18.00	14,400.00
7 INK Numbering Machine	bot		50		50	3500			25		25	1750			25	25	1750		25	25	1750	125	70.00	8,750.00
8 SIGNPEN BLACK 1.0	pcs		150		150	8250			200		200	11000			120	120	6600		96	96	5280	566	55.00	31,130.00

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
9 STAPLE WIRE, Heavy duty, 23/17	box		5		5	250		5		5	250		5		5	250		5		5	250	20	50.00	1,000.00
10 STAPLE WIRE, Heavy duty, 23/10	box		15		15	765		15		15	765		5		5	255		5		5	255	40	51.00	2,040.00
11 STAPLE WIRE, Heavy duty, 23/6	box		15		15	780		15		15	780		5		5	260		5		5	260	40	52.00	2,080.00
<b>C. TOTAL (A + B):</b>																							<b>3,500,998.48</b>	
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																							<b>350,099.85</b>	
<b>E. GRAND TOTAL (C + D)</b>																							<b>3,851,098.33</b>	
<b>F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																								
<b>G. MONTHLY CASH REQUIREMENTS</b>																								
G.1 Available at Procurement Service Stores					1062363						637082					684436						575274		
G.2 Other Items not available at PS but regularly purchased from other sources					#REF!						#REF!					#REF!						#REF!		
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					#REF!						#REF!					#REF!						#REF!		

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

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

Prepared by:

  
**IRMINA H. BAUTISTA**  
 Craft Investigation & Prosecution Officer III  
 BAC, Chairperson

Certified Funds Available /

Certified Appropriate Funds Available:

  
**FLOS CARMELI E. BATOON**  
 Supervising Administrative Officer

Approved by:

  
**GERARD A. MOSQUERA**  
 Deputy Ombudsman for Luzon  
 Head of Office/Agency

Date Prepared: January 04, 2017

