



**Jose Rizal Memorial  
State University  
Tampilisan Campus**

**ANNUAL  
PROCUREMENT  
PLAN  
(GAA)  
2025**



Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity		Source of Funds	Estimated Budget (Php)		Remarks (brief description of Project)
					Advertise ment/Post ing of IB/REI	Subm ission/ Openi ng of Bids		Contract Signing	Total	
	<b>Maintenance &amp; Other Operating Expenses</b>									
	<b>FUEL, OIL &amp; LUBRICANTS EXPENSES</b>									
GSO	Supply and delivery of diesel and gasoline	GSO	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	Special Purpose Fund	400,000.00	400,000.00	FUEL, OIL & LUBRICANTS EXPENSES
	<b>TOTAL FUEL, OIL &amp; LUBRICANTS EXPENSES</b>							<b>400,000.00</b>	<b>400,000.00</b>	
	<b>OTHER SUPPLIES EXPENSES</b>									
HRMO-008	Supply and delivery of Computer Mouse, Computer keyboard, and Flash Drive (64GB)	HRMO	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	3,200.00	3,200.00	OTHER SUPPLIES EXPENSES
BUDGET-008	Supply and delivery of Alcohol Spray (500ml), Tissue Paper (Interfolded 3ply), and Air Freshener Spray Lemon	BUDGET	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	2,700.00	2,700.00	OTHER SUPPLIES EXPENSES
CD-008	Supply and delivery of Alcohol, 70%, Insect Killer spray, 500 ml, Glass cleaner spray (500 ml), Bath soap (60 grams) & etc.	CD	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	46,140.00	46,140.00	OTHER SUPPLIES EXPENSES
REGISTRAR-008	Supply and delivery of Diploma Case, Medals & etc.	REGISTRAR	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	295,000.00	295,000.00	OTHER SUPPLIES EXPENSES
GSO-008	Supply and delivery of Alcohol Spray (500ml), Tissue Paper (Interfolded 3ply), and Air Freshener Spray Lemon & etc.	GSO	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	247,000.00	247,000.00	OTHER SUPPLIES EXPENSES
CBA-008	Supply and delivery of Extension Wire (5meters, 4 gang), Tornado Mop, w/Spin, dry bucket, (durable, 1 free mop head), Muriacic Acid & etc.	CBA	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	44,610.00	44,610.00	OTHER SUPPLIES EXPENSES
SO-008	Supply and delivery of Tissue, Alcohol Spray (500ml) & etc.	SO	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	2,970.00	2,970.00	OTHER SUPPLIES EXPENSES
CCS-EXTENSION-008	Supply and delivery of Plaque Certificate, Flash Drive (high performance 8Gb), Phillip Screwdriver (High Quality 8" Inch with Rubber Handle) and Storage Box 12 Litre Container with handle High Quality	CCS-EXTENSION	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	9,610.00	9,610.00	OTHER SUPPLIES EXPENSES
EXTENSION-008	Supply and delivery of Certificate Frame, Alcohol (1000ml), Hand Soap, 60g, & etc.	EXTENSION	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	5,192.00	5,192.00	OTHER SUPPLIES EXPENSES
SOE-008	Supply and delivery of Albatross Deodorizer, 100g, Asorte, Detergent Powder, Dishwashing paste, 400g & etc.	SOE	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	2,510.00	2,510.00	OTHER SUPPLIES EXPENSES

Prepared by:  
  
**BRESTIN CAMILO**  
Head, FAU Secretariat

Funds Availability:  
  
**CHERRY JANE L. LABRADOR**  
Budget Officer II

Noted by:  
  
**KEVIN ROBERT L. LABIANO, ABE**  
Supply Officer I

Recommended by:  
  
**BENJIE CAMILO**  
Administrative Officer V

Approved:  
  
**MERLYN N. LUZA, E.M.D., J.D.**  
Campus Director





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CAS-008	Supply and delivery of Toilet Tissue, Soap hand Wash (1000 ml), Alcohol (500ml), Zomrox (1000ml) & etc.	CAS	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	15,575.00	15,575.00	OTHER SUPPLIES EXPENSES
SCJE-008	Supply and delivery of Extension Wire (10 meters), Taekwondo Uniform, and Karatedo Uniform	SCJE	NO	NP-53.9 - Small Value Procurement		First Quarter-Fourth Quarter	GAA	10,672.00	10,672.00	OTHER SUPPLIES EXPENSES
CAF-008	Supply and delivery of (polyethylene Bag 4x7 mc.) and Denatured alcohol, Laboratory grade	CAF	NO	NP-53.9 - Small Value Procurement	N/A	First Quarter-Fourth Quarter	GAA	3,600.00	3,600.00	OTHER SUPPLIES EXPENSES
<b>TOTAL OTHER SUPPLIES &amp; MATERIELAS EXPENSES</b>								<b>688,779.00</b>	<b>688,779.00</b>	
<b>REPAIR &amp; MAINTENANCE-MOTOR VEHICLE</b>										
GSO	Supplies and Materials for Maint. And Repair of Motor Vehicles	GSO	NO	NP-53.9 - Small Value Procurement		First Quarter-Fourth Quarter	GAA	400,000.00	400,000.00	REPAIR & MAINTENANCE-MOTOR VEHICLE
<b>TOTAL REPAIR &amp; MAINTENANCE-MOTOR VEHICLE</b>								<b>400,000.00</b>	<b>400,000.00</b>	
<b>Other MO Expenses</b>										
GAD	GAD Activities (VAWC, Women's Month, Team Building & etc.)	GAD	NO	NP-53.9 - Small Value Procurement		First Quarter-Fourth Quarter	GAA	361,425.00	361,425.00	Other MO Expenses
<b>TOTAL Other MO Expenses</b>								<b>361,425.00</b>	<b>361,425.00</b>	
<b>OVERALL TOTAL (MOOE+CO)</b>								<b>1,850,204.00</b>	<b>1,850,204.00</b>	

Prepared by:  
**BREB CAMILO, CE**  
Head BAC Secretariat

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