

APP-CSE 2026 FORM - Other Items  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM - OTHER ITEMS**

AGENCY CODE/QUO: 10001050071

INTRODUCTION:

AGENCY NAME: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE AGUSAN DEL NORTE

Section 4.4 of DBM Circular Letter No. 2011-6 states that all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which, depending on their mandate and nature of operations, are necessary for and desirable in their official and regular transactions, consumed and needed in their day-to-day operations.

ORGANIZATION TYPE: Department

REGION: Region XIII - Caraga

ADDRESS: TINTIWISAN, BUTUAN CITY

CONTACT PERSON: TORRALBA, LIZA B.

DESIGNATION: B

EMAIL: procurement\_pads@gmail.com

With this, for items not included on the list of PART II, a separate file, with the file name APP-CSE 2026 Form - Other Items was created. This shall be one of the bases for the PS-DBM in expanding the electronic catalogue to include other products commonly purchased by government procurement entities.

Due to the limitations of the Google Form, agencies can only input 25 items per form. If you have more than 25 items, you must fill out another set of forms.

No	Item Description	UOM	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year
			QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
			Month	Qty	Total Qty	Month	Qty	Total Qty	Month	Qty	Total Qty	Month	Qty	Total Qty			
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																	
1	Photopaper Matte-Long	pack	Jan 0			Apr 0			Jul 0			Oct 0			3	137.74	P413.22
			Feb 3	3	413.22	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
2	Sticker Paper Matte,Legal,white	pack	Jan 0			Apr 0			Jul 0			Oct 0			5	100.00	P500.00
			Feb 5	5	500.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
3	INK self-ink stamp,black	bottle	Jan 0			Apr 0			Jul 0			Oct 0			5	220.00	P1,100.00
			Feb 5	5	1,100.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
4	INK self-ink stamp,red	bottle	Jan 0			Apr 0			Jul 0			Oct 0			3	220.00	P660.00
			Feb 3	3	660.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
5	Printer Ribbon refill (Epson LQ300+II) refill (Epson LQ300+II)	pack	Jan 0			Apr 0			Jul 0			Oct 0			4	95.00	P380.00
			Feb 2	2	190.00	May 2	2	190.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
6	Printer Ribbon refill (Epson LX300+II) refill (Epson LX300+II)	pack	Jan 0			Apr 0			Jul 0			Oct 0			3	350.00	P1,050.00
			Feb 3	3	1,050.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
7	Newsprint Paper Legal	ream	Jan 0			Apr 0			Jul 0			Oct 0			7	180.00	P1,260.00
			Feb 7	7	1,260.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
8	Newsprint Paper A4	ream	Jan 0			Apr 0			Jul 0			Oct 0			10	150.00	P1,500.00
			Feb 10	10	1,500.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
9	RIBBON TYPEWRITER RIBBON	pack	Jan 0			Apr 0			Jul 0			Oct 0			5	50.00	P250.00
			Feb 5	5	250.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
10	PVC COVER A4	pack	Jan 0			Apr 0			Jul 0			Oct 0			20	650.00	P19,500.00
			Feb 20	20	13,000.00	May 5	5	3,250.00	Aug 4	4	2,600.00	Nov 1	1	650.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
11	VINYL STICKER Vinyl Sticker Waterproof A4 (Matte x2 & Glossy x2)	pack	Jan 0			Apr 0			Jul 0			Oct 0			4	400.00	P1,600.00
			Feb 4	4	1,600.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
12	BATTERY AA rechargeable High-Capacity - Durable Ni-MH (3300mAh)	pack	Jan 0			Apr 0			Jul 0			Oct 0			6	400.00	P2,400.00
			Feb 6	6	2,400.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
13	BATTERY 9volts rechargeable High-Capacity - Durable Li-Ion (6800mAh)	pack	Jan 0			Apr 0			Jul 0			Oct 0			2	500.00	P1,000.00
			Feb 2	2	1,000.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
14	RULER Stainless Steel Ruler 24"	pack	Jan 0			Apr 0			Jul 0			Oct 0			2	500.00	P1,000.00
			Feb 2	2	1,000.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
15	CERTIFICATE FOIL SEAL/NOTARIAL SEAL COLOR GOLD	pack	Jan 0			Apr 0			Jul 0			Oct 0			2	50.00	P100.00
			Feb 2	2	100.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
16	RING BINDER 1"INCH	pack	Jan 0			Apr 0			Jul 0			Oct 0			65	45.00	P2,925.00
			Feb 40	40	1,800.00	May 5	5	225.00	Aug 15	15	675.00	Nov 5	5	225.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
17	RING BINDER 1.5 INCHES	pack	Jan 0			Apr 0			Jul 0			Oct 0			24	50.00	P1,200.00
			Feb 19	19	956.06	May 5	5	250.00	Aug 6	6	300.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
18	RING BINDER 1/2 INCH	pack	Jan 0			Apr 0			Jul 0			Oct 0			36	18.50	P666.00
			Feb 27	27	499.50	May 0	0	0.00	Aug 9	9	166.50	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
19	RING BINDER 1/4 INCH	pack	Jan 0			Apr 0			Jul 0			Oct 0			17	10.00	P170.00
			Feb 10	10	100.00	May 0	0	0.00	Aug 7	7	70.00	Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					

20 RING BINDER 3/4 INCH	piece	Jan 0			Apr 0			Jul 0		Oct 0							
		Feb 25	25	675.00	May 0	0	0.00	Aug 18	18	270.00	Nov 0	0	0.00	35	37.50		P945.00
		Mar 0			Jun 0			Sep 0		Dec 0							
21 RING BINDER 2 INCHES	piece	Jan 0			Apr 0			Jul 0		Oct 0							
		Feb 10	10	900.00	May 0	0	0.00	Aug 1	1	300.00	Nov 0	0	0.00	21	60.00		P1,260.00
		Mar 0			Jun 0			Sep 0		Dec 0							
22 SCANNER Flatbed Color Document Scanner	unit	Jan 0			Apr 1			Jul 0		Oct 0							
		Feb 0	0	0.00	May 0	1	30,000.00	Aug 0	0	0.00	Nov 0	0	0.00	1	30,000.00		P30,000.00
		Mar 0			Jun 0			Sep 0		Dec 0							
23 STICKY TAB Transparent, asstd. color	pack	Jan 0			Apr 0			Jul 0		Oct 0							
		Feb 1	1	378.66	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00	1	378.66		P378.66
		Mar 0			Jun 0			Sep 0		Dec 0							
24 THUMBTRACKS PUSH PIN COLOR GOLD	box	Jan 0			Apr 0			Jul 0		Oct 0							
		Feb 10	10	200.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00	10	20.00		P200.00
		Mar 0			Jun 0			Sep 0		Dec 0							
25 PINS TABLE SKIRTING PIN	pack	Jan 0			Apr 0			Jul 0		Oct 0							
		Feb 5	5	100.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00	5	30.00		P100.00
		Mar 0			Jun 0			Sep 0		Dec 0							
<b>A. TOTAL</b>															<b>P70,557.88</b>		
<b>B. ADDITIONAL PROVISION FOR INFLATION (1.0% of TOTAL)</b>															<b>P7,055.79</b>		
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF Applicable)</b>															<b>P0.00</b>		
<b>D. GRAND TOTAL (A + B + C)</b>															<b>P77,613.67</b>		

*June*  
LIZA B. TORRALBA  
ADMINISTRATIVE OFFICER I/SUPPLY OFFICER  
Property/Supply Officer

*R. Plaza*  
REYNALDO R. PLAZA  
ACCOUNTANT III/CHIEF, CHIEF, MDS  
Accountant/Budget Officer

*Adelaida R. Barja*  
ADELAIDA R. BARJA  
PENR OFFICER  
Head of Office/Agency





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AGENCY CODE/AUCL: 100010500071

DESCRIPTION:

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CONTACT PERSON: YORRALBA, LIZA B

DESIGNATION: ADMIN. OFFICER I

EMAIL: procurement.pdn@gmail.com

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			Month	Qty	Total Qty	Month	Qty	Total Qty	Month	Qty	Total Qty	Month	Qty	Total Qty			
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																	
1	PUSH PIN ROUND HEAD,COLORED	box	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	5	75.00	P375.00
			Feb 0	0	0.00	May 5	5	375.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
2	DUCT TAPE gray, green and black width:48mm	roll	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	20	150.00	P4,350.00
			Feb 13	13	1,950.00	May 12	13	1,950.00	Aug 2	3	450.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
3	ISHWASHING SOAP DETERGENT PASTE,LEMON	piece	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	30	50.00	P1,000.00
			Feb 0	0	0.00	May 10	10	500.00	Aug 10	10	500.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
4	Double sided tape without foam (2") without foam (2")	roll	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	3	80.00	P240.00
			Feb 3	3	240.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
5	Storage File Box with cover-Blue with cover-Blue	piece	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	25	420.00	P10,500.00
			Feb 5	5	2,100.00	May 10	10	4,200.00	Aug 10	10	4,200.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
6	Stapler Heavy Duty-big Heavy Duty, Large size	piece	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	3	600.00	P1,800.00
			Feb 0	0	0.00	May 1	1	600.00	Aug 2	2	1,200.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
7	Disinfectant color safe -900ml	bottle	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	12	230.00	P2,760.00
			Feb 12	12	2,760.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
8	Muriatic Acid gallon	piece	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	12	550.00	P6,600.00
			Feb 7	7	3,850.00	May 3	3	1,650.00	Aug 2	2	1,100.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
9	car air freshener oil based scents 10ml	piece	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	12	160.00	P2,160.00
			Feb 12	12	2,160.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
10	CANON BOARD PAPER Cream color, Legal	pack	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	40	100.00	P4,000.00
			Feb 25	25	2,500.00	May 0	0	0.00	Aug 15	15	1,500.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
11	CANON PAPER Legal -assorted color 20pcs/pack	pack	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	73	60.00	P4,380.00
			Feb 41	41	2,460.00	May 0	0	0.00	Aug 32	32	1,920.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
12	CANON PAPER A4SIZE, ASSORTED COLOR,20pcs/pack	pack	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	5	55.00	P275.00
			Feb 3	3	165.00	May 2	2	110.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
13	Sticker Paper A4,green color	pack	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	20	500.00	P10,000.00
			Feb 10	10	5,000.00	May 0	0	0.00	Aug 10	10	5,000.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
14	Arch File Folder Legal, Blue	piece	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	90	90.00	P8,100.00
			Feb 30	30	2,700.00	May 30	30	2,700.00	Aug 0	0	0.00	Nov 30	30	2,700.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
15	Laminating Film Legal	pack	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	3	1,300.00	P3,900.00
			Feb 3	3	3,900.00	May 0	0	0.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
16	BULB LED bulb 20watts- branded, good quality	piece	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	30	350.00	P10,500.00
			Feb 15	15	5,250.00	May 15	15	5,250.00	Aug 0	0	0.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
17	INK CART EPSON C13T664100 (T6641), Black	bottle	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	132	368.00	P48,576.00
			Feb 62	62	22,816.00	May 35	16	5,988.00	Aug 42	42	15,456.00	Nov 12	12	4,416.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
18	INK CART, EPSON C13T664100 (T6642), Cyan	bottle	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	60	368.00	P25,392.00
			Feb 35	35	12,880.00	May 0	0	0.00	Aug 17	17	6,256.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			
19	Photo Paper, Inkjet Glossy 20s (A4/021gsm)	pack	Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	13	79.00	P1,027.00
			Feb 10	10	790.00	May 0	0	0.00	Aug 3	3	237.00	Nov 0	0	0.00			
			Mar 0	0	0.00	Jun 0	0	0.00	Sep 0	0	0.00	Dec 0	0	0.00			
			Jan 0	0	0.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00			





