


Summary by Office

Office Supplies

Department	Head of Department / Office	Total Cost
Mayor's Office	VICENTA C. SANTOS	1,000,000.00
MICTO	ROMEL B. BERMEJO	243,325.00
PUP CAMPUS II	MA. ELENA M. MAÑO	200,000.00
Sangguniang Bayan	FREDERICK EMERSON A. CASTRO	594,970.00
Accounting Office	PAULO DG. BERBENZANA	90,000.00
Municipal Water Service Office	LEOVIGILDO S. GARCIA	350,000.00
Human Resource Management Office	ELENA C. ESGUERRA	20,000.00
TOTAL		2,498,295.00

Prepared By:

Approved By:


LEONOR G. ACUÑA
 Municipal Budget Officer
 BAC Secretariat


MARIA ROSARIO OCHOA MONTEJO
 Local Chief Executive

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page ____ of ____ pages				
Department/ Office: MAYOR'S OFFICE					Regular	Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
Office Supply													
1	Copier Paper 8.5x11 Substance 20, 70GSM	250.00	133	reams	33,250.00	133	33,250.00						
2	Copier Paper 8.5x13 Substance 20, 70GSM	270.00	350	reams	94,500.00	350	94,500.00						
3	Copier Paper 8.27x11.69 Substance 20, 70GSM	260.00	10	reams	2,600.00	10	2,600.00						
4	VECO Specialty Board Paper Vellum 220GSM White Short	28.00	100	pack	2,800.00	100	2,800.00						
5	Photo Paper 8.27x11.69, 235GSM	77.00	25	pack	1,925.00	25	1,925.00						
6	Sticker Paper 8.27x11.69	100.00	25	pack	2,500.00	25	2,500.00						
7	White Folder, LONG	8.50	2000	pack	17,000.00	2000	17,000.00						
8	Pink Folder LONG	20.00	95	reams	1,900.00	95	1,900.00						
9	Violet Folder, LONG	20.00	50	pad	1,000.00	50	1,000.00						
10	Assorted Colored Folder LONG	21.00	50	pcs	1,050.00	50	1,050.00						
11	Pressboard Folder, US, ASSORTED COLOR, LONG	39.00	24	pcs	936.00	24	936.00						
12	Brown Envelope LONG Golden Kraft 110GSM	6.00	1400	pcs	8,400.00	1400	8,400.00						
13	Panda Ballpen Crystal BLACK 25/box	240.00	50	pcs	12,000.00	50	12,000.00						
14	Panda Ballpen Crystal BLUE 25/box	288.00	50	pcs	14,400.00	50	14,400.00						
15	Panda Ballpen Crystal RED 25/box	255.00	50	pcs	12,750.00	50	12,750.00						
16	Panda Ballpen Super with Grip BLACK	261.00	100	pcs	26,100.00	100	26,100.00						


17	Panda Ballpen Super with Grip RED	187.50	25	pack	4,687.50	25	4,687.50						
18	Pilot Ballpen BP-S-Fine BLACK 12/box	425.00	20	box	8,500.00	20	8,500.00						
19	Pilot Ballpen BP-S-Fine BLUE 12/box	500.00	20	box	10,000.00	20	10,000.00						
20	Pilot Hi-Tecpoint V10 Grip - Liquid Ink Rollerball - Black - Broad Tip	250.00	20	box	5,000.00	20	5,000.00						
21	My-gel Dong-A Signpen 0.5 BLACK 12pcs/box	300.00	50	box	15,000.00	50	15,000.00						
22	My-gel Dong-A Signpen 0.5 BLUE 12pcs/box	300.00	20	box	6,000.00	20	6,000.00						
23	My-gel Dong-A Signpen 0.5 RED 12pcs/box	300.00	20	box	6,000.00	20	6,000.00						
24	My-gel Dong-A Signpen 0.5 PINK 12pcs/box	400.00	10	box	4,000.00	10	4,000.00						
25	My-gel Dong-A Signpen 0.5 VIOLET 12pcs/box	400.00	10	box	4,000.00	10	4,000.00						
26	Pilot Permanent Broad Tip Marker Pentel Pen 12/box	500.00	25	box	12,500.00	25	12,500.00						
27	Pilot Permanent Fine Tip Marker Pentel Pen BLACK 12/box	670.00	25	box	16,750.00	25	16,750.00						
28	Pilot Permanent Fine Tip Marker Pentel Pen BLUE 12/box	629.00	25	box	15,725.00	25	15,725.00						
29	Pilot Hi-Tecpoint V7 Sign Pen BLACK 12/box	640.00	30	box	19,200.00	30	19,200.00						
30	Pilot Hi-Tecpoint V7 Sign Pen BLUE 12/box	576.00	30	box	17,280.00	30	17,280.00						
31	Pilot Hi-Tecpoint V7 Sign Pen RED 12/box	521.00	20	box	10,420.00	20	10,420.00						
32	Mongol Pencil #2 Medium Yellow 12/box	100.00	25	box	2,500.00	25	2,500.00						
33	Mongol Pencil #1 Soft Yellow 12/box	100.00	25	box	2,500.00	25	2,500.00						
34	Staedtler Mars® Plastic 526 50 65 x 23 x 13mm	40.00	50	box	2,000.00	50	2,000.00						

35	Packaging Tape 2 inches	55.00	100	box	5,500.00	100	5,500.00						
36	Scotch Tape 1inch	42.00	200	box	8,400.00	200	8,400.00						
37	Masking Tape, 1 inch x 60 Yards, 3 inch Core, Natural (234-1)	45.00	100	box	4,500.00	100	4,500.00						
38	Double Sided Tape 1/2 inch	45.00	100	box	4,500.00	100	4,500.00						
39	Double Sided Tape 1 inch	41.50	100	box	4,150.00	100	4,150.00						
40	Correction Tape (5mmx10m)	50.00	500	box	25,000.00	500	25,000.00						
41	Fastener Plastic FS-5507 Assorted 7cm/50 Box	55.00	150	pcs	8,250.00	150	8,250.00						
42	Plastic Ruler 12 inches	24.00	20	pcs	480.00	20	480.00						
43	Elmer's Glue-All Multi-Purpose Glue - 7 5/8 oz.	80.00	25	pcs	2,000.00	25	2,000.00						
44	Vinyl Paper Clip SMALL 33mm 50GSM	30.00	200	rolls	6,000.00	200	6,000.00						
45	Vinyl Paper Clip BIG 50mm 120GSM	32.00	200	rolls	6,400.00	200	6,400.00						
46	Sticky Note 3x2.5inches	51.00	100	rolls	5,100.00	100	5,100.00						
47	Push Pins 50/box	36.00	20	rolls	720.00	20	720.00						
48	Max Stapler #35 with Remover	250.00	100	rolls	25,000.00	100	25,000.00						
49	Classic Acura No. 5 Pencil Sharpener	380.00	10	pcs	3,800.00	10	3,800.00						
50	ArmaK Heavy Duty Stationery Tape Dispenser	296.00	15	pcs	4,440.00	15	4,440.00						
51	HBW Puncher 2Hole 9988 7cm 25sheets Heavy Duty W Paper Gauge	256.00	14	box	3,584.00	14	3,584.00						
52	Heavy Duty Stapler 23/6-23/23 (210 Sheets) (Black)	1,800.00	1	box	1,800.00	1	1,800.00						
53	Scissors 8 inches Heavy Duty (Multicolor)	120.00	25	pcs	3,000.00	25	3,000.00						
54	Heavy Duty Cutter TPR Grip (18mm) with Extra Blade	103.50	5	bottles	517.50	5	517.50						
55	Casio-12 Digits Calculator-DJ120D	597.00	20	box	11,940.00	20	11,940.00						
56	SanDisk Ultra Dual USB Drive 3.0 16GB 130MB/s OTG Flash Drive	629.00	25	box	15,725.00	25	15,725.00						

57	Samsung DUO 32GB OTG / Dual Flash Drive USB 3.0/2.0 MUF-32CB	1,050.00	5	pcs	5,250.00	5	5,250.00						
58	Samsung DUO 64GB OTG / Dual Flash Drive USB 3.0/2.0 MUF-64CB	1,285.00	5	box	6,425.00	5	6,425.00						
59	Transcend StoreJet 25H3 2TB Portable Hard Drive	6,200.00	1	box	6,200.00	1	6,200.00						
60	Transcend StoreJet 1TB Portable Hard Drive	4,500.00	1	box	4,500.00	1	4,500.00						
61	A4Tech KRS 85 Natural A-Rounded Edge USB Keyboard	800.00	5	box	4,000.00	5	4,000.00						
62	A4Tech N-350-1 V-Track Padless Mouse	650.00	10	pcs	6,500.00	10	6,500.00						
63	CLEAR Plastic Cover Roll 40inches x 100ft	1,665.00	2	pcs	3,330.00	2	3,330.00						
64	Clip Board	120.00	50	pcs	6,000.00	50	6,000.00						
65	Ink for Stamp Pad BLACK	47.00	100	pcs	4,700.00	100	4,700.00						
66	Ink for Stamp Pad BLUE	69.00	50	pcs	3,450.00	50	3,450.00						
67	Ink for Stamp Pad VIOLET	22.00	100	pcs	2,200.00	100	2,200.00						
68	Ad-Rite Typewriter Ribbon Black Nylon Ink: Medium	183.00	25	pcs	4,575.00	25	4,575.00						
69	Epson LX310 Cartridges	235.00	30	pcs	7,050.00	30	7,050.00						
70	Drawing Materials	25,000.00	0	pcs	-	0	-						
71	White Board with Aluminum Frame 3x5	2,500.00	2	pcs	5,000.00	2	5,000.00						
72	Whiteboard Eraser (No. 7810)	30.00	10	pcs	300.00	10	300.00						
73	Binder Clip 12/box Black 1-3/5"	160.00	50	pcs	8,000.00	50	8,000.00						
74	Binder Clip 12/box Black 1"	87.00	50	pcs	4,350.00	50	4,350.00						
75	Circular Ring 3inches (77mm) Metal Binder	39.00	400	pcs	15,600.00	400	15,600.00						
76	Dater (KW-Trio Dater 2504 4mm)	200.00	25	pcs	5,000.00	25	5,000.00						
77	Building, Electrical, Sanitary Permit Forms	2,500.00	20	pcs	50,000.00	20	50,000.00						
78	Stanley Fiber Glass Long Tape Measure (30m)	702.00	1	pcs	702.00	1	702.00						
79	Mylar Film Plotter Paper Tracing Paper 106.7cm x 18.3m	1,800.00	2	pcs	3,600.00	2	3,600.00						

80	1 Liter Epson DYE Ink BLACK	800.00	20	rolls	16,000.00	20	16,000.00						
81	1 Liter Epson DYE Ink MAGENTA	800.00	8	box	6,400.00	8	6,400.00						
82	1 Liter Epson DYE Ink YELLOW	800.00	8	box	6,400.00	8	6,400.00						
83	1 Liter Epson DYE Ink CYAN	800.00	8	pcs	6,400.00	8	6,400.00						
84	CPI 10 CopyPrinter Ink for Gestetner CP6123b+	1,200.00	30	box	36,000.00	30	36,000.00						
85	CPMT21 Copy Printer Master 300g/10.6oz	2,300.00	6	bottles	13,800.00	6	13,800.00						
86	Print Cartridge BLACK MP C2550 (Toner for Gestetner MPC2030)	4,000.00	5	bottles	20,000.00	5	20,000.00						
87	Print Cartridge MAGENTA MP C2550 (Toner for Gestetner MPC2030)	12,000.00	1	bottles	12,000.00	1	12,000.00						
88	Print Cartridge YELLOW MP C2550 (Toner for Gestetner MPC2030)	12,000.00	1	pcs	12,000.00	1	12,000.00						
89	Print Cartridge CYAN MP C2550 (Toner for Gestetner MPC2030)	12,000.00	1	pcs	12,000.00	1	12,000.00						
90	Gestetner Toner, MP 2014, BLACK (Toner for Gestetner MP 2014)	4,350.00	4	pcs	17,400.00	4	17,400.00						
91	Gestetner Toner, MP 2501 BLACK	3,500.00	4	pcs	14,000.00	4	14,000.00						
92	Post Stamps	12.00	899	pcs	10,788.00	899	10,788.00						
93	Document Legal File Box	200.00	25	pads	5,000.00	25	5,000.00						
94	Plastic Crates	900.00	30	pcs	27,000.00	30	27,000.00						
95	Desk Organizer (Magazine Rack) at least 2 Divisions	326.00	100	pcs	32,600.00	100	32,600.00						
96	Colored Paper (Long, Assorted)	400.00	25	pcs	10,000.00	25	10,000.00						
97	Laminating Film	1,500.00	3	box	4,500.00	3	4,500.00						
98	PVC (ID Card)	1,000.00	5	box	5,000.00	5	5,000.00						
99	ID Lace	55.00	400	box	22,000.00	400	22,000.00						
100	Mimeo Paper	25.00	200	pcs	5,000.00	200	5,000.00						
101	Steadler Refill (0.5 mm)	100.00	30	pcs	3,000.00	30	3,000.00						
TOTAL					1,000,000.00		1,000,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.



VICENTA C. SANTOS
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **PULILAN**

Plan Control No. _____					Planned Amount				Page ___ of ___ pages				
Department/ Office: MICTO					Regular	Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Office Supply</i>													
1	Bottled Ink (Epson)	800.00	40	bottle	32,000.00	40	32,000.00						
2	Risograph Ink	1,250.00	60	pc	75,000.00	60	75,000.00						
3	Risograph Master	2,500.00	15	roll	37,500.00	15	37,500.00						
4	Bond Paper Short	345.00	15	ream	5,175.00	15	5,175.00						
5	Bond Paper Long	365.00	10	ream	3,650.00	10	3,650.00						
6	Gestetner Xerox Black Cartridge	4,500.00	12	pc	54,000.00	12	54,000.00						
7	Gestetner Xerox Colored Cartridge	12,000.00	3	pc	36,000.00	3	36,000.00						
TOTAL					243,325.00		243,325.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


ROMEL B. BERMEJO
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **PULILAN**

Plan Control No. _____					Planned Amount				Page ___ of ___ pages				
Department/ Office: PUP PULILAN CAMPUS - II					Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Office Supply</i>													
1	Office Supplies	200,000.00	1	lot	200,000.00	1	200,000.00						
TOTAL					200,000.00		200,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


MA. ELENA M. MAÑO, LLB, MPA
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **PULILAN**

Plan Control No. _____					Planned Amount				Page ___ of ___ pages				
Department/ Office: SB					Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
<i>Office Supply</i>													
Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Flashdrive	800.00	12	pc	9,600.00	12	9,600.00						
2	Bond Paper Long	500.00	330	ream	165,000.00	330	165,000.00						
3	Bond Paper Short	300.00	300	ream	90,000.00	300	90,000.00						
4	Letterhead - Book Paper Long	1,800.00	10	ream	18,000.00	10	18,000.00						
5	Expandable Folder	30.00	100	pc	3,000.00	100	3,000.00						
6	Folder Long	8.00	500	pc	4,000.00	500	4,000.00						
7	Folder Short	6.00	250	pc	1,500.00	250	1,500.00						
8	Brown Envelope Long	8.00	500	pc	4,000.00	500	4,000.00						
9	Brown Envelope Short	8.00	250	pc	2,000.00	250	2,000.00						
10	Sign Pen Black	400.00	50	box	20,000.00	50	20,000.00						
11	Sign Pen Blue	400.00	50	box	20,000.00	50	20,000.00						
12	Sign Pen Red	300.00	2	box	600.00	2	600.00						
13	Ballpen Black	300.00	50	box	15,000.00	50	15,000.00						
14	Ballpen Blue	300.00	50	box	15,000.00	50	15,000.00						
15	Pencil	120.00	2	box	240.00	2	240.00						
16	Pentel Pen	500.00	1	box	500.00	1	500.00						
17	Mailing Envelope	750.00	20	box	15,000.00	20	15,000.00						
18	Yellow Ruled Pad	50.00	100	pad	5,000.00	100	5,000.00						
19	Plastic Fastener	100.00	15	box	1,500.00	15	1,500.00						
20	Correction Tape	30.00	20	pc	600.00	20	600.00						
21	Copy Holder	333.33	3	pc	1,000.00	3	1,000.00						
22	Scissors	100.00	12	pair	1,200.00	12	1,200.00						
23	Scotch Tape	60.00	24	roll	1,440.00	24	1,440.00						
24	Masking Tape	100.00	24	roll	2,400.00	24	2,400.00						

25	Glue	50.00	12	bottle	600.00	12	600.00						
26	Paper Clip	25.00	48	box	1,200.00	48	1,200.00						
27	Double Hole Heavy Duty Puncher	350.00	14	pc	4,900.00	14	4,900.00						
28	Post-it Pad	50.00	10	pad	500.00	10	500.00						
29	Record Book (300 Leaves)	100.00	15	pc	1,500.00	15	1,500.00						
30	Stapler (Max) with Remover	250.00	12	pc	3,000.00	12	3,000.00						
31	Staple Wire	50.00	40	box	2,000.00	40	2,000.00						
32	Stamp Pad	50.00	12	pc	600.00	12	600.00						
33	Binder Clip	200.00	10	box	2,000.00	10	2,000.00						
34	Document Legal File Box	150.00	20	pc	3,000.00	20	3,000.00						
35	Desk Organizer	400.00	15	pc	6,000.00	15	6,000.00						
36	Bottled Ink (Black, Cyan, Yellow, Magenta)	1,817.78	45	bottle	81,800.00	45	81,800.00						
37	Toner (Black)	3,500.00	6	bottle	21,000.00	6	21,000.00						
38	Sticker Paper	60.00	5	pack	300.00	5	300.00						
39	Linen Paper (Short)	100.00	10	pack	1,000.00	10	1,000.00						
40	Frame	250.00	20	pc	5,000.00	20	5,000.00						
41	Heavy-duty Stapler	1,000.00	1	pc	1,000.00	1	1,000.00						
42	Broadsheet Newspaper	85.23	528	pc	45,000.00	528	45,000.00						
43	Mouse	449.50	20	pc	8,990.00	20	8,990.00						
44	Calculator	750.00	12	pc	9,000.00	12	9,000.00						
TOTAL					594,970.00		594,970.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


FREDERICK EMERSON A. CASTRO, JD.
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **PULILAN**

Plan Control No. _____					Planned Amount				Page ____ of ____ pages				
Department/ Office: ACCOUNTING OFFICE					Regular	Contingency	Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Office Supply</i>													
1	Plastic Crates	900.00	100	pcs	90,000.00	100	90,000.00						
TOTAL					90,000.00		90,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.

PAULO DG. BERBENZANA, CPA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page ____ of ____ pages				
Department/ Office: MWSO					Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
<i>Office Supply</i>													
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Office Supplies and Materials	350,000.00	1	lot	350,000.00	1	350,000.00						
TOTAL					350,000.00		350,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


LEOVIGILDO S. GARCIA
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **PULILAN**

Plan Control No. _____					Planned Amount				Page ____ of ____ pages				
Department/ Office: HRMO					Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Office Supply</i>													
1	Individual Personalized 201 Folder	20,000.00	1	lot	20,000.00	1	20,000.00						
TOTAL					20,000.00		20,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


ELENA C. ESGUERRA
 Head of Department/Office


Summary by Office

Capital Outlay

Department	Head of Department / Office	Total Cost
Mayor's Office / Admin	VICENTA C. SANTOS	120,000.00
MHACTO	JOSEF CHRISTIAN NAVARRO	15,000.00
MICTO	ROMEL B. BERMEJO	1,066,000.00
PAIO	TERESITA D. TETANGCO	5,000.00
TMO	EFREN R. MIRANDA	168,000.00
OMO	JENNIFER R. LIU	96,000.00
PUP CAMPUS I	RITA G. REYES	25,000.00
PUP CAMPUS II	MA. ELENA M. MAÑO	750,000.00
Sangguniang Bayan	FREDERICK EMERSON A. CASTRO	841,000.00
Municipal Budget Office	LEONOR G. ACUÑA	10,000.00
Accounting Office	PAULO DG. BERBENZANA	153,000.00
Municipal Treasurer's Office	LEONIDA G. ATIENZA	120,000.00
Municipal Health Office	DR. WILBERT C. ELERIA	130,000.00
Population Office	QUEEN RIO A. CRUZ	70,000.00
Agricultures Office	JULIETA C. FRANCISCO	80,000.00
Municipal Engineering Office	ROSEMARIE S. ESGUERRA	297,000.00
Municipal Water Service Office	LEOVIGILDO S. GARCIA	9,700,000.00
Human Resource Management Office	ELENA C. ESGUERRA	105,200.00
Pulilan Public Market	AMADO E. CRUZ JR.	112,000.00
TOTAL		13,863,200.00

Prepared By:

Approved By:


LEONOR G. ACUÑA
 Municipal Budget Officer
 BAC Secretariat


MARIA ROSARIO OCHOA MONTEJO
 Local Chief Executive

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page _____ of _____ pages				
Department/ Office: <u>Mayor's Office</u>					Regular	Contingency	Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
1	Laptop	70,000.00	1	unit	70,000.00	1	70,000.00						
2	Other Machinery and Equipment	50,000.00	1	lot	50,000.00	1	50,000.00						
TOTAL					120,000.00		120,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


VICENTA L. SANTOS
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page ___ of ___ pages				
Department/ Office: MICTO					Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
1	Managed Switch	40,000.00	3	unit	120,000.00	3	120,000.00						
2	Network Cabinet	5,000.00	10	unit	50,000.00	10	50,000.00						
3	Network Cabinet (Blade Servers)	50,000.00	1	unit	50,000.00	1	50,000.00						
4	Technician Tools	10,000.00	2	set	20,000.00	2	20,000.00						
5	Digital Information System (Phase 1)	250,000.00	1		250,000.00	1	250,000.00						
6	Online Application, Assessment and Payment Module for BPLS	300,000.00	1		300,000.00	1	300,000.00						
7	Gender and Development Information and Management System (Phase 1)	250,000.00	1		250,000.00	1	250,000.00						
8	2SM Backup Battery for UPS	6,500.00	4	unit	26,000.00	4	26,000.00						
TOTAL					1,066,000.00		1,066,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


ROMEL B. BERMEJO
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **PULILAN**

Plan Control No. _____				Planned Amount				Page ___ of ___ pages					
Department/ Office: PAIO				Regular	Contingency	Total		Date Submitted:					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
1	External Hard Drive (2TB)	5,000.00	1	pc	5,000.00	1	5,000.00						
TOTAL					5,000.00		5,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


TERESITA D. TETANGCO
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **PULILAN**

Plan Control No. _____					Planned Amount			Page ____ of ____ pages					
Department/ Office: TMO					Regular	Contingency	Total	Date Submitted: _____					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
Capital Outlay													
1	Purchase of Twelve (12) units of Two Way Handheld Radio	5,000.00	12	units	60,000.00	12	60,000.00						
2	Purchase of 2 sets for Traffic Enforcers Uniform	1,000.00	48	set	48,000.00	48	48,000.00						
3	Purchase of 10 pcs Clamp	5,000.00	10	units	50,000.00	10	50,000.00						
4	Purchase of 5 pcs Body Cam	2,000.00	5	pcs	10,000.00	5	10,000.00						
TOTAL					168,000.00		168,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.

ENGR. EREN R. MIRANDA
Head of Department/Office




**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page ____ of ____ pages				
Department/ Office: <u>GSO</u>					Regular	Contingency	Total			Date Submitted: _____			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
			Qty.			Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
1	Air-conditioning Unit 2.5HP	55,000.00	1	unit	55,000.00	1	55,000.00						
2	Industrial Fan	7,000.00	3	unit	21,000.00	3	21,000.00						
3	Folding Table	5,000.00	4	unit	20,000.00	4	20,000.00						
TOTAL					96,000.00		96,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


JENNIFER R. LIU
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page _____ of _____ pages				
Department/ Office: PUP PULILAN CAMPUS 1					Regular	Contingency	Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
2	Teachers' Table	10,000.00	1	unit	10,000.00	1	10,000.00						
3	Computer	10,000.00	1	unit	10,000.00	1	10,000.00						
4	Printer	5,000.00	1	unit	5,000.00	1	5,000.00						
TOTAL					25,000.00		25,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.

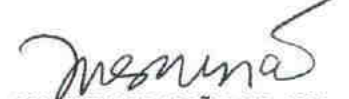

RITA G. REYES
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page ____ of ____ pages				
Department/ Office: PUP PULILAN CAMPUS - II					Regular	Contingency	Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
1	Library Books	250,000.00	1	lot	250,000.00	1	250,000.00						
2	Classroom Chairs for New Building (Monoblock Arm-chair 250 units)	250,000.00	1	lot	250,000.00	1	250,000.00						
3	Instructional Equipment (Projectors/ Monitors/ Laptop/ Sound System)	250,000.00	1	lot	250,000.00	1	250,000.00						
TOTAL					750,000.00		750,000.00						

This is to certify that the above procurement plans in accordance with the objective of this Office.


MA. ELENA M. MAÑO, LLB, MPA
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____		Planned Amount				Page ____ of ____ pages							
Department/ Office: SB		Regular	Contingency	Total		Date Submitted:							
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
			Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount			
Capital Outlay													
1	Computer set w/ Printer	50,000.00	3	unit	150,000.00	3	150,000.00						
2	Printer/ Scanner for Letter & Legal Size	18,000.00	2	unit	36,000.00	2	36,000.00						
3	Network Attached Storage/ Mini Server with Hard Drive	100,000.00	1	unit	100,000.00	1	100,000.00						
4	Laptop	50,000.00	1	unit	50,000.00	1	50,000.00						
5	Digital Camera	10,000.00	1	unit	10,000.00	1	10,000.00						
6	Portable Recorder (Voice & Video)	3,000.00	2	unit	6,000.00	2	6,000.00						
7	Handy Cam/ Video Camera	30,000.00	1	unit	30,000.00	1	30,000.00						
8	Office Seal Stamp	2,000.00	2	unit	4,000.00	2	4,000.00						
9	External Hard Disk	5,000.00	1	unit	5,000.00	1	5,000.00						
10	Sound System	200,000.00	1	set	200,000.00	1	200,000.00						
11	Legal File Box Storage Shelving	50,000.00	1	set	50,000.00	1	50,000.00						
12	Legislative Tracking System	200,000.00	1	lot	200,000.00	1	200,000.00						
TOTAL					841,000.00		841,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.

FREDEBICK EMERSON A. CASTRO, JD.

Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page _____ of _____ pages				
Department/ Office: <u>MBO</u>					Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
<i>Capital Outlay</i>													
1	Printer w/ Scanner & Xerox	10,000.00	1	unit	10,000.00	1	10,000.00						
TOTAL					10,000.00		10,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.

Leonor G. Acuna
LEONOR G. ACUNA
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page ___ of ___ pages				
Department/ Office: ACCOUNTING OFFICE					Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
Capital Outlay													
1	Computer with Printer and Scanner	35,000.00	3	set	105,000.00	3	105,000.00						
2	Office Table	6,000.00	3	pc	18,000.00	3	18,000.00						
3	Swivel Chair	5,000.00	3	pc	15,000.00	3	15,000.00						
4	Four Drawer Steel Filing Cabinet with Lock	15,000.00	1	pc	15,000.00	1	15,000.00						
TOTAL					153,000.00		153,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


PAULO D.G. BERBENZANA, CPA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount						Page ____ of ____ pages		
Department/ Office: MTO					Regular	Contingency	Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
1	Computer	50,000.00	1	set	50,000.00	1	50,000.00						
2	Epson Printer (LX-360)	10,000.00	1	unit	10,000.00	1	10,000.00						
3	Cabinet Pedestal	3,000.00	20	pcs	60,000.00	20	60,000.00						
TOTAL					120,000.00		120,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


LEONIDA G. ATENZA
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount						Page ____ of ____ pages		
Department/ Office: MHO					Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
1	Aircondition 2.5HP	40,000.00	1	unit	40,000.00	1	40,000.00						
2	Information and Communication Technology Equipment	90,000.00	1	lot	90,000.00	1	90,000.00						
TOTAL					130,000.00		130,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.



DR. WILBERT C. ELERIA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount			Page ___ of ___ pages					
Department/ Office: POPULATION OFFICE					Regular	Contingency	Total	Date Submitted: _____					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
1	Laptop (i7)	50,000.00	1	unit	50,000.00	1	50,000.00						
2	HD Video Conference Cam (Camera Full HD 1080P Fixed Focus Zoom/ for Live Meeting/ Seminar Recording Training Features)	15,000.00	1	unit	15,000.00	1	15,000.00						
3	External USB Hard Drive	5,000.00	1	unit	5,000.00	1	5,000.00						
TOTAL					70,000.00		70,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


QUEEN RIO A. CRUZ
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount			Page ___ of ___ pages					
Department/ Office: D.A					Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Capital Outlay</i>													
1	ICT Equipment	40,000.00	1	unit	40,000.00	1	40,000.00						
2	Furniture and Fixtures	40,000.00	1	set	40,000.00	1	40,000.00						
TOTAL					80,000.00		80,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


JULIETA L. FRANCISCO
 Head of Department/Office

ANNUAL PROCUREMENT PLAN
CY 2021

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page ____ of ____ pages				
Department/ Office: MEO					Regular	Contingency	Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
Capital Outlay													
1	A3 Printer	30,000.00	1	unit	30,000.00	1	30,000.00						
2	Computer Set with Printer	50,000.00	1	set	50,000.00	1	50,000.00						
3	Executive Chair	12,000.00	1	pc	12,000.00	1	12,000.00						
4	Executive Table	20,000.00	1	pc	20,000.00	1	20,000.00						
5	Office Chairs	5,000.00	8	pc	40,000.00	8	40,000.00						
6	Office Tables	10,000.00	8	pc	80,000.00	8	80,000.00						
7	Built-in Sound System (Roof Deck)	65,000.00	1	set	65,000.00	1	65,000.00						
TOTAL					297,000.00		297,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


ENGR. ROSEMARIE S. ESQUERRA
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount					Page ___ of ___ pages			
Department/ Office: MWSO					Regular	Contingency	Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
Capital Outlay													
1	Spare of Submersible Pump & Motor	400,000.00	1	unit	400,000.00	1	400,000.00						
2	Constrction/ Installation of Distribution Line, Transmission Line and Air Release Valve	2,800,000.00	1	lot	2,800,000.00	1	2,800,000.00						
3	Construction of Pumping Station	6,500,000.00	1	lot	6,500,000.00	1	6,500,000.00						
TOTAL					9,700,000.00		9,700,000.00						

This is to certify that the above procurement plan is in accordance with the objective of this Office.


LEOVIGILDO S. GARCIA
 Head of Department/Office

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____					Planned Amount				Page _____ of _____ pages					
Department/ Office: HRMO					Regular	Contingency	Total		Date Submitted:					
Item No.	Description	Unit Cost	Quantity		Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
			No.	Description		Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
Capital Outlay														
1	Biometrics Machine	15,000.00	3	units	45,000.00	3	45,000.00							
2	2.5HP Aircon	55,000.00	1	unit	55,000.00	1	55,000.00							
3	Electric Fan (Wall Fan)	1,200.00	1	unit	1,200.00	1	1,200.00							
4	Webcam	2,000.00	1	unit	2,000.00	1	2,000.00							
5	Conference Microphone	2,000.00	1	unit	2,000.00	1	2,000.00							
TOTAL					105,200.00		105,200.00							

This is to certify that the above procurement plan is in accordance with the objective of this Office.:


ELENA C. ESGUERRA
 Head of Department/Office

Summary by Office

Infrastructure

Department	Head of Department / Office	Total Cost
Municipal Planning and Development Office	LEOVIGILDO S. GARCIA	47,959,904.40
TOTAL		47,959,904.40

Prepared By:

Approved By:



LEONOR G. ACUÑA
Municipal Budget Officer
BAC Secretariat



MARIA ROSARIO OCHOA MONTEJO
Local Chief Executive

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: PULILAN

Plan Control No. _____				Planned Amount				Page <u> </u> of <u> </u> pages					
Department/ Office: MPDO				Regular	Contingency	Total		Date Submitted: _____					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
A. ENVIRONMENTAL MANAGEMENT													
1	Purchase of 1 Elf Garbage Truck	1,500,000.00	1	lot	1,500,000.00	1	1,500,000.00						
A. ECONOMIC DEVELOPMENT													
2	Purchase of Lot for Sports Center at Brgy. Peñabatan	10,188,750.00	1	lot	10,188,750.00	1	10,188,750.00						
3	Purchase of Additional Lot for Engr. Virgilio V. Dionisio Memorial High School at Brgy. Poblacion	8,000,000.00	1	lot	8,000,000.00	1	8,000,000.00						
4	Embankment / Riprapping of Sinipit at Brgy. Poblacion	800,000.00	1	lot	800,000.00	1	800,000.00						
5	Asphalt Overlay at San Francisco St., Brgy. Poblacion to Brgy. Paltao	3,000,000.00	1	lot	3,000,000.00	1	3,000,000.00						
6	Construction of new road at Brgy. Cutcot near Municipal Water Service Office (MWSO)	2,600,000.00	1	lot	2,600,000.00	1	2,600,000.00						
7	Concreting of Brgy. Road at Brgy. Poblacion (MDRRM Road)	800,000.00	1	lot	800,000.00	1	800,000.00						
8	Construction of Solar Lights at Brgy. Dulong Malabon	1,000,000.00	1	lot	1,000,000.00	1	1,000,000.00						
9	Construction of new road at Brgy. Tinejero (Ka Ariel)	800,000.00	1	lot	800,000.00	1	800,000.00						
10	Concreting of NIA Road at Brgy. Poblacion (Villa Lorenzo) to Brgy. Paltao	2,871,154.40	1	lot	2,871,154.40	1	2,871,154.40						
11	Concreting / Rehabilitation of Barangay Road at Balatong A	800,000.00	1	lot	800,000.00	1	800,000.00						
12	Concreting / Rehabilitation of Barangay Road at Balatong B	800,000.00	1	lot	800,000.00	1	800,000.00						
13	Concreting of Brgy. Road at Malabon Rivera Road Brgy. Cut-cot	800,000.00	1	lot	800,000.00	1	800,000.00						
14	Concreting / Rehabilitation of Barangay Road at Kalye Onse Brgy. Dampol 1st	800,000.00	1	lot	800,000.00	1	800,000.00						

15	Concreting / Rehabilitation of Barangay Road at Collantes St. Brgy. Dampol 2nd A	800,000.00	1	lot	800,000.00	1	800,000.00						
16	Construction / Rehabilitation of Drainage Canal at west part of F. Collantes St. and part of San Bernardo St., Dampol 2nd B	800,000.00	1	lot	800,000.00	1	800,000.00						
17	Concreting Hollow blocks Lining at Brgy. Dulong Malabon	800,000.00	1	lot	800,000.00	1	800,000.00						
18	Asphalt Overlay at Sitio Batasan, Manalili, Schoolside, Pulong Dimla, Tangos and Centro, Brgy. Inaon	1,000,000.00	1	lot	1,000,000.00	1	1,000,000.00						
19	Roofing of Barangay Hall at Brgy. Inaon	1,000,000.00	1	lot	1,000,000.00	1	1,000,000.00						
20	Purchase of Lot for the construction of New Barangay Hall at Brgy. Longos	1,000,000.00	1	lot	1,000,000.00	1	1,000,000.00						
21	Construction of Drainage Canal at Sandico St. Brgy. Lumbac	800,000.00	1	lot	800,000.00	1	800,000.00						
22	Construction of Drainage Canal at San Francisco St. Brgy. Paltao	800,000.00	1	lot	800,000.00	1	800,000.00						
23	Construction of NIA Road at Acacia St. Brgy. Penabatan	800,000.00	1	lot	800,000.00	1	800,000.00						
24	Embankment / Riprapping at Brgy. Poblacion (Northwest)	800,000.00	1	lot	800,000.00	1	800,000.00						
25	Concreting of Brgy. Road at D. Santos St., Brgy. Sta. Peregrina	800,000.00	1	lot	800,000.00	1	800,000.00						
26	Construction of Brgy. Road at Daang Tramo South, Brgy. Sto. Cristo	800,000.00	1	lot	800,000.00	1	800,000.00						
27	Concreting of Brgy. Road at Villa Leoncia Brgy. Taal	800,000.00	1	lot	800,000.00	1	800,000.00						
28	Construction / Rehabilitation of Drainage Canal at Purok 1, Brgy. Tibag	600,000.00	1	lot	600,000.00	1	600,000.00						
29	Construction / Rehabilitation of Drainage Canal at Purok 2, Brgy. Tibag	800,000.00	1	lot	800,000.00	1	800,000.00						
30	Concreting of Barangay Road at Brgy. Tinejero	800,000.00	1	lot	800,000.00	1	800,000.00						
TOTAL		47,959,904.40			47,959,904.40		47,959,904.40						

This is to certify that the above procurement plans in accordance with the objective of this Office.


LEOVIGILDO S. GARCIA
 Head of Department/Office