

ANNUAL EQUIPMENT PROCUREMENT PROGRAM
BY 2011

Dept. / Office/ Unit: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DEPARTMENT**

Fund / Special Account: **GENERAL FUND**

Fund

ITEM NO. (1)	TYPE OF EQUIPMENT/ DESCRIPTION (2)	EXISTING (3)	PROPOSED (4)	COST		AMOUNT REQUIRED				REMARKS (11)
				Unit (5)	Total (6)	1 (7)	2 (8)	3 (9)	4 (10)	
1.0	Copying Machine	1	1	47,500.00	47,500.00	47,500.00				
2.0	Paper Cutter 12" x 10"	1	1	1,462.00	1,462.00			1,462.00		
3.0	Sharpener, Heavy Duty	1	1	397.32	397.32			397.32		
4.0	Puncher two-hole heavy duty	1	1	705.20	705.20		705.20			
5.0	Calculator, portable printer	1	1	2,064.00	2,064.00		2,064.00			
	TOTAL			52,128.52		47,500.00	2,769.20	1,859.32		

Prepared by:

(signed)

MA. CARIDAD M. SOCO

Officer-In-Charge, HRMDD

Date _____

Recommended by:

(signed)

ENGR. FLORO BELANDRES JR.

Acting City General Services Officer

Date _____

Approved by:

(signed)

CANUTO S. ORETA

City Mayor

Date _____

Reviewed as to Appropriations:

(signed)

CYNTHIA P. RAMOS

City Budget Officer

Date _____