



Dagupan City Water District Annual Procurement Plan for FY 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)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
SEMI-EXPENDABLE OFFICE EQUIPMENT													
1-04-05-020	Purchase of Two (2) units Office Printer	AHRD	NO	Shopping	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Corporate Budget	36,000.00	-	36,000.00	For office use
1-04-05-020	Purchase of Two (2) units Office Printer	FINANCE	NO	Shopping	Jan - June	Jan - June	Jan - June	Jan - June	Corporate Budget	36,000.00	-	36,000.00	For office use
1-04-05-020	Purchase of One (1) unit Office Printer	CMD	NO	Shopping	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	18,000.00	-	18,000.00	For office use
1-04-05-020	Purchase of One (1) unit Office Printer	OGM	NO	Shopping	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	18,000.00	-	18,000.00	For office use
SEMI-EXPENDABLE FURNITURE & FIXTURES													
1-04-06-010	Purchase of One (1) unit side table/cabinet	OGM	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	5,000.00	-	5,000.00	For office use
1-04-06-010	Purchase of One (1) Filing Cabinet	OGM	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	12,000.00	-	12,000.00	For office use
1-04-06-010	Purchase of One (1) unit Executive Chair	OGM	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	10,000.00	-	10,000.00	For office use
INFORMATION & COMMUNICATION TECHNOLOGY EQUIPMENT													
1-06-05-030	Purchase of One (1) set Desktop Computer with complete accessories	OGM	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	60,000.00	-	60,000.00	For office use
1-06-05-030	Purchase of One (1) set Desktop Computer with complete accessories	AHRD	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	60,000.00	-	60,000.00	For office use
1-06-05-030	Purchase of One (1) set Desktop Computer with complete accessories	GSD	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	60,000.00	-	60,000.00	For office use
1-06-05-030	Purchase of One (1) set Desktop Computer with complete accessories	FINANCE	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	60,000.00	-	60,000.00	For office use
1-06-05-030	Purchase of One (1) unit Laptop	CMD	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	60,000.00	-	60,000.00	For office use
1-06-05-030	Purchase of One (1) set Biometric	AHRD	NO	NP-53.9 - Small Value Procurement	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Corporate Budget	30,000.00	-	30,000.00	For monitoring of attendance
1-06-05-030	Supply, Delivery and Installation of 4 units outdoor CCTV and 4 units indoor CCTV	AHRD	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	80,000.00	-	80,000.00	For office use
1-06-05-030	Supply and Delivery of One (1) Set Mainframe Server	FINANCE	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	100,000.00	-	100,000.00	For office use
MOTOR VEHICLE													
1-06-06-010	Procurement of One (1) unit Motorcycle	CMD	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	90,000.00	-	90,000.00	Motorcycle service vehicle
INTANGIBLE ASSETS - WEBSITES													
1-08-01-030	DCWD Website Design and Development with Website Hosting and Maintenance	OGM	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	50,000.00	-	50,000.00	Procurement project is subject to renewal
BUILDINGS													
1-06-04-990	Rehabilitation of Perimeter Fence	CMD	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	400,150.00	-	400,150.00	For office improvement
LAND IMPROVEMENT													
1-06-02-990	Backfilling	CMD	NO	Competitive Bidding	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	6,149,000.00	-	6,149,000.00	Land Improvement
1-06-02-990	Perimeter Fence/Miscellaneous	CMD	NO	Competitive Bidding	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	5,000,000.00	-	5,000,000.00	Land Improvement
OFFICE EQUIPMENT													
1-06-05-990	Purchase of One (1) unit Split Type Aircon	FINANCE	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	75,000.00	-	75,000.00	For office use
OFFICE SUPPLIES EXPENSE													
5-02-03-010	Office Supplies Expenses	OGM	NO	Shopping	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	42,309.00	42,309.00	-	For office use
5-02-03-010	Office Supplies Expenses	BOD	NO	Shopping	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	44,461.00	44,461.00	-	For office use
5-02-03-010	Office Supplies Expenses	AHRD	NO	Shopping	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	50,000.00	50,000.00	-	For office use
5-02-03-010	Office Supplies Expenses	ACCTG	NO	Shopping	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	26,000.00	26,000.00	-	For office use
5-02-03-010	Office Supplies Expenses	CASH MGMT	NO	Shopping	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	26,000.00	26,000.00	-	For office use
5-02-03-010	Office Supplies Expenses	CMD	NO	Shopping	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	46,579.00	46,579.00	-	For office use
FUEL, OIL AND LUBRICANTS													
5-02-03-090-100	Fuel, Oil and Lubricants (Motor Vehicles)	OGM	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Jan - Dec	Jan - Dec	Corporate Budget	200,000.00	200,000.00	-	Fuel for motor vehicles



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					Advertisement/P posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5-02-03-090-101	Fuel Oil and Lubricants (Motor Vehicles)	BOD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Jan - Dec	Jan - Dec	Corporate Budget	180,000.00	180,000.00	-	Fuel for motor vehicles
5-02-03-090-102	Fuel Oil and Lubricants (Motor Vehicles)	AHRD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Jan - Dec	Jan - Dec	Corporate Budget	100,000.00	100,000.00	-	Fuel for motor vehicles
5-02-03-090-104	Fuel Oil and Lubricants (Motor Vehicles)	ACCTG	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Jan - Dec	Jan - Dec	Corporate Budget	50,000.00	50,000.00	-	Fuel for motor vehicles
5-02-03-090-105	Fuel Oil and Lubricants (Motor Vehicles)	CMD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Jan - Dec	Jan - Dec	Corporate Budget	100,000.00	100,000.00	-	Fuel for motor vehicles
OTHER SUPPLIES & MATERIALS EXPENSES													
5-02-03-990	Procurement of Various Supplies and Materials	GSD	NO	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	40,000.00	40,000.00	-	Other supplies for office use
5-02-03-990	Procurement of various medicines and other supplies for DCWD first aid kit	AHRD	NO	Shopping	Semi Annual	Semi Annual	Semi Annual	Semi Annual	Corporate Budget	20,000.00	20,000.00	-	Provision of DCWD's first aid kit (GAD Program)
5-02-03-990	Procurement of various supplies and materials for Disaster Risk Reduction and Management	CMD	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	30,000.00	30,000.00	-	Supplies and materials for DRRM preparedness
ADVERTISING, PROMOTIONAL & MARKETING EXPENSES													
5-02-99-010	Advertising, Promotional & Marketing 100 pcs Keychain 100 pcs Mug 100 pcs Umbrella 114 pcs Calendar 100 pcs Tumbler	AHRD	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	150,000.00	150,000.00	-	Procurement of various promotional tokens and/or collaterals
REPRESENTATION EXPENSES													
5-02-99-030	Procurement of Meals for DCWD official meetings, trainings, activities and/or events	OGM	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	440,000.00	440,000.00	-	DCWD official meetings, trainings and office activities/events
5-02-99-030	Procurement of Meals for GAD meetings/planning sessions	AHRD	NO	NP-53.9 - Small Value Procurement	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Corporate Budget	60,000.00	60,000.00	-	DCWD GAD Focal Point System (GFPS) meetings
5-02-99-030	Septage Information Dissemination Activities	AHRD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	100,000.00	100,000.00	-	Information dissemination activities (GAD Program)
OTHER PROFESSIONAL SERVICES													
5-02-11-990	Procurement of Review Services to assist DCWD employees for the CSC Examinations	AHRD	NO	NP-53.9 - Small Value Procurement	1st Quarter and 3rd Quarter	1st Quarter and 3rd Quarter	1st Quarter and 3rd Quarter	1st Quarter and 3rd Quarter	Corporate Budget	50,000.00	50,000.00	-	Other Professional Services (GAD Program)
5-02-11-990	Consultancy Services to provide Professional and Technical Assistance on the Implementation, Maintenance and Certification of QMS for ISO 9001:2015 Standards	CMD	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	300,000.00	300,000.00	-	Procurement of consultancy services
DONATIONS													
5-02-99-080	Procurement of hand washing facilities	AHRD	NO	NP-53.9 - Small Value Procurement	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	Corporate Budget	150,000.00	150,000.00	-	Donation of hand washing facilities to selected public schools (GAD Program)
5-02-99-080	Implementation of Programs in Observance of World Water Day	AHRD	NO	NP-53.9 - Small Value Procurement	March	March	March	March	Corporate Budget	100,000.00	100,000.00	-	Conduct of various contests/activities participated by students in public schools (GAD Program)
5-02-99-080	Tree Planting Activity	AHRD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	30,000.00	30,000.00	-	GAD Program



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REPAIRS AND MAINTENANCE													
5-02-13-040	Buildings and Other Structures	GSD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	70,000.00	70,000.00	-	Repair and maintenance of buildings
5-02-13-050-100	Machinery & Equipment - Office Equipment	OGM, BOD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	5,000.00	5,000.00	-	Repair and maintenance of buildings
5-02-13-050-100	Machinery & Equipment - Office Equipment	AHRD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	35,000.00	35,000.00	-	Repair and maintenance of buildings
5-02-13-050-100	Machinery & Equipment - Office Equipment	ACCTG	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	20,000.00	20,000.00	-	Repair and maintenance of buildings
5-02-13-050-100	Machinery & Equipment - Office Equipment	CMD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	20,000.00	20,000.00	-	Repair and maintenance of buildings
5-02-13-070	Furnitures and Fixtures	OGM	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	3,000.00	3,000.00	-	Repair and maintenance of furnitures and fixtures
5-02-13-070	Furnitures and Fixtures	BOD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	10,000.00	10,000.00	-	Repair and maintenance of furnitures and fixtures
5-02-13-070	Furnitures and Fixtures	AHRD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	5,000.00	5,000.00	-	Repair and maintenance of furnitures and fixtures
5-02-13-220	Semi-Expendable Furniture, Fixtures & Books (I.T.)	OGM, BOD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	5,000.00	5,000.00	-	Repair and maintenance of semi-expendable furniture, fixtures & books (I.T.)
5-02-13-220	Semi-Expendable Furniture, Fixtures & Books (I.T.)	GSD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	20,000.00	20,000.00	-	Repair and maintenance of semi-expendable furniture, fixtures & books (I.T.)
5-02-13-220	Semi-Expendable Furniture, Fixtures & Books (I.T.)	ACCTG	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	50,000.00	50,000.00	-	Repair and maintenance of semi-expendable furniture, fixtures & books (I.T.)
5-02-13-220	Semi-Expendable Furniture, Fixtures & Books (I.T.)	CMD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	20,000.00	20,000.00	-	Repair and maintenance of semi-expendable furnitures, fixtures & books (I.T.)
5-02-13-060	Transportation Equipment	GSD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	100,000.00	100,000.00	-	Repair and maintenance of DCWD service vehicles
5-02-13-060	Transportation Equipment	CMD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	100,000.00	100,000.00	-	Repair and maintenance of DCWD service vehicles
MAJOR EVENTS AND CONVENTIONS EXPENSE													
5-02-99-180	Sports Activities and Physical and Mental Fitness Program	AHRD	NO	NP-53.9 - Small Value Procurement	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Corporate Budget	120,000.00	120,000.00	-	Conduct of series of sports activities and physical and mental fitness and procurement of necessary sports equipment (GAD Program)
5-02-99-180	Procurement of Purple Shirts in Observance and Celebration of the International Women's Day and National Women's Month	AHRD	NO	NP-53.9 - Small Value Procurement	March	March	March	March	Corporate Budget	35,000.00	35,000.00	-	Observance and celebration of the International Women's Day and National Women's Month (GAD Program)
5-02-99-180	Implementation of Organizational Development Programs	AHRD	NO	NP-53.9 - Small Value Procurement	2nd Quarter and 4th Quarter	2nd Quarter and 4th Quarter	2nd Quarter and 4th Quarter	2nd Quarter and 4th Quarter	Corporate Budget	300,000.00	300,000.00	-	Conduct of team building activities for Organizational Development Programs (GAD Program)
5-02-99-180	Implementation of FaMEALy Activity ("Kainang Pamilya Mahalaga Day")	AHRD	NO	NP-53.9 - Small Value Procurement	September	September	September	September	Corporate Budget	75,000.00	75,000.00	-	Conduct of FaMEALy Activity in which the DCWD provides free meals for the employees and their families (GAD Program)
5-02-99-180	Blood Letting Program	AHRD	NO	NP-53.9 - Small Value Procurement	June	June	June	June	Corporate Budget	10,000.00	10,000.00	-	Participation in Blood Letting Programs (GAD Program)
5-02-99-180	Procurement of tokens for customer appreciation and recognition activity	AHRD	NO	NP-53.9 - Small Value Procurement	July	July	July	July	Corporate Budget	25,000.00	25,000.00	-	Customer appreciation and recognition activities (GAD Program)



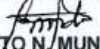

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5-02-99-180	Celebration of Elderly Filipino Week	AHRD	NO	NP-53.9 - Small Value Procurement	October	October	October	October	Corporate Budget	30,000.00	30,000.00	-	GAD Program
5-02-99-180	Procurement of tokens in Observance and Celebration of International Women's Day	AHRD	NO	NP-53.9 - Small Value Procurement	March	March	March	March	Corporate Budget	50,000.00	50,000.00	-	Celebration of International Women's Day (GAD Program)
5-02-99-180	Procurement of various advocacy collaterals for the 18-Day Campaign to End Violence Against Women	AHRD	NO	NP-53.9 - Small Value Procurement	November	November	November	November	Corporate Budget	40,000.00	40,000.00	-	18-day campaign to end violence against women (GAD Program)
5-02-99-180	Observance and Celebration of International Men's Day	AHRD	NO	NP-53.9 - Small Value Procurement	September	September	September	September	Corporate Budget	70,000.00	70,000.00	-	Observance and celebration of International Men's Day (GAD Program)
5-02-99-180	Coastal Clean Up Drive Activity	AHRD	NO	NP-53.9 - Small Value Procurement	September	September	September	September	Corporate Budget	50,000.00	50,000.00	-	Conduct of Coastal Clean Up Activity in participation with the International Coastal Cleanup Day (GAD Program)
5-02-99-180	Water Conservation and Proper Hygiene Campaign Activity	AHRD	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	50,000.00	50,000.00	-	Educational Campaign on water conservation and proper hygiene (GAD Program)
5-02-99-180	Implementation of Medical Mission Program	AHRD	NO	NP-53.9 - Small Value Procurement	July - Dec	July - Dec	July - Dec	July - Dec	Corporate Budget	100,000.00	100,000.00	-	Medical mission activity (GAD Program)
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE													
5-02-04-990	Purchase of grocery packs for the DCWD-PRAISE Best Organizational Unit Awardee	AHRD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	10,000.00	10,000.00	-	Best Organizational Unit Award (Personnel Services)
5-02-04-990	Purchase of grocery packs for the DCWD-PRAISE Perfect Attendance Awardee/s	AHRD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	36,000.00	36,000.00	-	Perfect Attendance Award (Personnel Services)
5-02-04-990	Supply and Delivery of Gift Packs for the recipients of the Anniversary Service Incentive	AHRD	NO	NP-53.9 - Small Value Procurement	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Corporate Budget	45,000.00	45,000.00	-	Anniversary Service Incentive (Personnel Services)
5-02-04-990	Purchase of Plaque for the DCWD-PRAISE Career and Self-Development Incentive	AHRD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	5,000.00	5,000.00	-	Career and Self-Development Incentive (Personnel Services)
5-02-04-990	Implementation of Salo-Salo Together Program	AHRD	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	Corporate Budget	10,000.00	10,000.00	-	Salo-Salo Together (Personnel Services)
5-02-04-990	Supply and Delivery of Rice for the Rice Allowance Benefits of DCWD Employees for CY 2025	AHRD	NO	NP-53.9 - Small Value Procurement	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Corporate Budget	612,000.00	612,000.00	-	Rice allowance of DCWD employees for CY 2025 (Personnel Services)

Prepared By:



MA. SUELEY ANN G. RAGA
 BAC Secretariat

Recommending Approval:

 
RENATO N. MUNDO **JASON G. ESTRADA**
 BAC Chairperson BAC Vice Chairperson


ENGR. KURT EDDISON M. CLAVERIA
 BAC Member


DENISE D. AQUINO
 BAC Member


ALEX B. GALVAN
 BAC Member

CERTIFIED FUNDS AVAILABLE:


MICHAEL A. FABE
 OIC - Cash Management Division

APPROVED BY:


GRETCHEN G. BUENA
 General Manager / HoPE