

## Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service - Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DRM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

## Reminders:

- 1.0 The APP-CSE form must be submitted via the MGEPS Portal feature. The APP-CSE shall be deemed incorrect or invalid if the form is sent or other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All quantities and prices must be provided accurately.
- 3.0 Please refer to the CSE catalogues on the PS-DBM website ([www.ps-philips.gov.ph](http://www.ps-philips.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or remove new lines or rows on the APP-CSE if this template otherwise the form will be deemed invalid.
- 5.0 If the agency has uploaded the APP-CSE in Microsoft Excel format, the agency must upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period of deadline. Any APP-CSE form that is unsealed or has incomplete signature shall be deemed invalid.
- 6.0 Once signed and approved by the Property Supply Officer/Procurement Manager, the agency may upload the sealed APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be covered by the APP-CSE.
- 7.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918255426 or 0927847245, or email [appcsehelpdesk@ps-philips.gov.ph](mailto:appcsehelpdesk@ps-philips.gov.ph), or visit the PS-DBM website ([www.ps-philips.gov.ph](http://www.ps-philips.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Departmental Name/Office: **DEPARTMENT OF BUDGET AND MANAGEMENT**  
 Address: **10th Floor, Bldg. 1, Government Center, Diliman, Quezon City, Philippines**  
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue or PO# for the year	Total Amount
		Jan	Feb	Mar	Q1	Q2	Q3	Q4	Jan	Feb	Mar	Q1	Q2			

## PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

1.0	12131501-AL-004	ALCOHOL, Ethyl, 500 mL	bottle	1	1	28	30	1,435.50	1	1	28	30	1,435.50	1	1	30	1,435.50	120	47.85	5,742.00								
1.0	12131501-AL-053	ALCOHOL, Ethyl, 1 Gallon	gallon	0	3	0	3	991.45	0	0	9	0	991.45	0	0	3	991.45	12	991.45	11,893.40								
2.0	40121524-SP-001	SIGN PEN, Black, liquid or gel	piece	8	8	98	94	1,198.80	8	8	95	94	1,198.80	8	8	14	30	6,664.00	6	8	11	27	999.40	185	22.20	5,868.10		
2.0	40121524-SP-002	SIGN PEN, Blue, liquid or gel	piece	8	8	98	94	1,196.60	8	8	96	94	1,196.60	8	8	12	26	4,244.40	8	8	8	24	532.80	158	22.20	5,502.40		
2.0	40121524-SP-003	STYLUS PEN, Red, liquid or gel	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00		
2.0	40121524-WR-001	WASHING PAVERS, Irrit, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	161.70	0.00	
3.0	40121524-AD-001	CLEANSER, 20 transparent packets, A4	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	32.91	0.00	
3.0	40121524-AD-002	CLEANSER, 20 transparent packets, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	56.35	0.00	
3.0	40121524-AD-003	DISINFECTANT, 1000 mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	12.41	0.00	
3.0	40121524-SP-001	SIGN PEN, Black, liquid or gel	piece	8	8	98	94	1,198.80	8	8	95	94	1,198.80	8	8	14	30	6,664.00	6	8	11	27	999.40	185	22.20	5,868.10		
3.0	40121524-SP-002	SIGN PEN, Blue, liquid or gel	piece	8	8	98	94	1,196.60	8	8	96	94	1,196.60	8	8	12	26	4,244.40	8	8	8	24	532.80	158	22.20	5,502.40		
3.0	40121524-SP-003	STYLUS PEN, Red, liquid or gel	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	22.20	0.00	
3.0	40121524-WR-001	WASHING PAVERS, Irrit, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	161.70	0.00	
4.0	40121524-AD-001	AUDIO/VIDEO EQUIPMENT AND SUPPLIES																										
4.0	40121524-AD-002	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	23,623.60	0.00	
4.0	40121524-AD-003	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	16,500.00	0.00	
4.0	40121524-AD-004	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-005	BATTERY, dry cell, AA, Twin (2) pieces per blister pack	pack	0	0	52	52	1,204.40	4	52	9	55	1,311.05	5	5	9	12	399.31	5	5	5	15	307.75	151	20.49	3,093.00		
4.0	40121524-AD-006	BATTERY, dry cell, AAA, Twin (2) pieces per blister pack	pack	0	0	50	50	917.00	4	5	7	16	293.44	5	5	6	16	294.44	5	7	5	17	311.70	99	10.34	1,815.66		
4.0	40121524-AD-007	BATTERY, dry cell, D, Twin (2) pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	96.30	0.00	
4.0	40121524-AD-008	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-009	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-010	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-011	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-012	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-013	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-014	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-015	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-016	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-017	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-018	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-019	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-020	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-021	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-022	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-023	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-024	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-025	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-026	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-027	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-028	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-029	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-030	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-031	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-032	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-033	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-034	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-035	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-036	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-037	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-038	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-039	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-040	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-041	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-042	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										
4.0	40121524-AD-043	BATTERIES/ACIDS AND CELLS AND ACCESSORIES																										

MEASURING AND OBSERVING AND TESTING EQUIPMENT																					
72 4111360440-H01	ROLLER, plastic, 450 mm	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36.64		
73 OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																			81.20		
74 44121012-0L-H01	BLADE, for general purpose cutter (utility knife), 10 pieces per tube	box	0	0	12	12	177.84	0	0	0	0	0	0	0	0	0	0	12	14.82		
75 44101052-PH-K01	BINDINGS AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0	0.000	0	0	0	0	0	0	0	0	0	0	0	9,834.72		
76 44101080-CJ-C01	CALCULATOR, Compact	unit	0	0	0	0	0.000	0	0	0	0	0	0	0	0	0	0	26.24			
77 44121217-0H-W01	CHALK, white, enamel, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0	0	0	0	0	0	0.00			
78 44121205-BF-C01	CLIP, backfold, 19mm	box	0	0	0	0	0.000	0	2	0	2	17.44	0	0	0	0	0	7	0.72		
79 44121205-BF-C02	CLIP, backfold, 25mm	box	0	0	4	4	59.00	0	0	3	3	44.25	0	0	4	4	59.00	0	11	14.75	
80 44121205-BF-C03	CLIP, backfold, 32mm	box	5	5	50	60	1,738.08	5	5	9	19	485.64	5	5	9	19	485.64	5	0	127.80	
81 44121205-BF-C04	CLIP, backfold, 50mm	box	5	5	55	55	3,642.00	0	0	0	0	0.000	5	5	5	15	840.60	5	5	95	56.04
82 4412001-CT-P02	CONSTRUCTION TAPE, 1 m x 3m	piece	0	19	20	34	242.00	0	0	20	24	29.00	0	19	20	24	29.00	0	1.44		
83 44121612-LU-H01	CUTTER/BLUNT KNIFE, for general purpose	piece	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	33.43		
84 44111511-OF-B01	DATA FILE BOX	piece	0	0	8	8	617.60	0	0	0	0	0.000	0	0	0	0	0	0	77.20		
85 BH 4412011-OF-F01	DATA FOLDS	piece	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	65.64		
86 44103032-25K-M01	DATING AND STAMPING MACHINE	piece	0	0	1	1	452.00	0	0	0	0	0.000	0	0	0	0	0	0	453.95		
87 44111519-EN-H01	DIARY, Documentary, A4, 500 pieces per box	box	0	0	1	1	364.00	0	0	0	0	0.000	0	0	0	0	0	0	304.40		
88 44121206-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	0	0	1	1	980.72	0	0	0	0	0.000	0	1	1	980.72	0	1	980.72		
89 44113096-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	0	0	1	1	738.40	0	0	1	1	738.40	0	0	0	0	0	0	738.40		
90 44112549-EN-X02	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0.000	0	150	0	150	4,573.50	0	0	0	0	0	0	3,147.00		
91 44121306-BH-H02	ENVELOPE, Mailing, 500 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	432.52		
92 44121209-BH-W02	ENVELOPE, Mailing, with window, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	498.80		
93 44111912-EP-B01	EBRER, felt, for blackboard/whiteboard	piece	0	1	1	11.41	0	0	0	0	0.000	0	0	0	0	0	0	11.41			
94 44101549-EP-M01	FACSIMILE MACHINE	unit	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	5,642.00		
95 44121159-BP-R01	FABRIMET, metal, non-sharp edge, 50 sets per box	box	5	10	53	68	6,435.52	5	5	5	15	1,419.80	5	5	5	15	1,419.80	5	10	15	14,936.00
96 44111515-EP-X01	FILE ORGANIZER, expanding, plastic	piece	0	0	0	0	0.000	0	150	0	150	4,573.50	0	0	0	0	0	0	300		
97 44121030-PT-F01	FILE TAB/INDEX DIVIDER, instant board, legal	set	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	11.13		
98 44122039-PT-F02	FILE TAB/INDEX DIVIDER, instant board, legal	set	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	14.23		
99 44122031-PO-M01	FOLDERS, Fancy with slide, A4, 50 pieces per bundle	bundle	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	230.40		
100 4412011-PO-R02	FOLDERS, Fancy with slide, legal, 50 pieces per bundle	bundle	0	0	24	48	5,676.48	0	0	0	0	0.000	0	0	0	0	0	0	24		
101 44121140-PO-L01	FOLDERS, L-type, legal, 50 pieces per pack	pack	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	187.84		
102 44122011-PO-L02	FOLDERS, PREMIUM, 50 pieces per pack	pack	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	238.57		
103 44120207-PO-P01	FOLDERS, PREMIUM, 100 pieces per box	box	0	0	1	1	952.64	0	6	6	9,715.04	2	1	2	3	2,857.02	0	0	10	952.64	
104 44120114-PS-T03	FOLIERS, ON tab, A4, 100 pieces per pack	pack	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	286.12		
105 44121101-PO-T01	FOLIERS TAB, A4, 100 pieces per pack	pack	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
106 44121101-PO-T02	INDEX TAB, A4, 5 sets per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	63.11		
107 44111515-EP-B02	MANHOLE FILE BOX, Large	piece	0	0	8	8	322.00	0	0	0	0	0.000	0	0	0	0	0	0	41.60		
108 44121156-EP-B01	MARKER, Fluorescent, 3 colors per set	set	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
109 44121009-BH-B01	MARKER, Permanent, Black	piece	0	5	20	40	3,346.25	0	11	25	35,000.00	0	17	30	32	7,666.00	0	0	90	195.20	
110 44121147-EP-B01	MARKER, Permanent, Blue	piece	0	5	20	40	3,346.25	0	11	25	35,000.00	0	17	30	32	7,666.00	0	0	90	195.20	
111 44121147-EP-B02	MARKER, Permanent, Red	piece	0	5	20	40	3,346.25	0	11	25	35,000.00	0	17	30	32	7,666.00	0	0	90	195.20	
112 44121147-EP-B03	MARKER, Whiteboard, Red	piece	5	5	34	44	4,246.00	5	5	15	144.75	5	10	20	20	19,050.00	5	5	15	144.75	
113 44121147-EP-B04	MARKER, Whiteboard, Blue	piece	5	5	34	44	4,246.00	5	5	15	144.75	5	10	20	20	19,050.00	5	5	15	144.75	
114 44121147-EP-B05	MARKER, Whiteboard, Red	piece	5	5	34	44	4,246.00	5	5	15	144.75	5	10	20	20	19,050.00	5	5	15	144.75	
115 44121147-EP-B06	MARKER, Whiteboard, Blue	piece	5	5	34	44	4,246.00	5	5	15	144.75	5	10	20	20	19,050.00	5	5	15	144.75	
116 44121147-EP-B07	MARKER, Whiteboard, Black	piece	5	5	34	44	4,246.00	5	5	15	144.75	5	10	20	20	19,050.00	5	5	15	144.75	
117 44121147-EP-B08	PAPER CLIP, wire, 100 pieces per box	box	0	0	10	10	98.00	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
118 44121147-EP-C02	PAPER CLIP, wire, 100 pieces per box	box	0	0	10	10	98.00	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
119 44121205-BH-F01	PAPER CLIP, wire, 100 pieces per box	box	0	0	10	10	98.00	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
120 44122007-BF-P02	PAPER CLIP, wire, 100 pieces per bundle	bundle	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
121 44121205-BH-F01	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
122 44121205-BH-F02	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
123 44121205-BH-F03	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
124 44121205-BH-F04	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
125 44121205-BH-F05	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
126 44121205-BH-F06	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
127 44121205-BH-F07	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
128 44121205-BH-F08	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
129 44121205-BH-F09	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
130 44121205-BH-F10	PAPER CLIP, wire, 100 pieces per box	box	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
131 53131626-501-001	LIQUID HAND SANITIZER, 500ml	bottle	0	0	16	16	1,293.60	0	1	1	1	80.85	0	0	16	16	1,293.60	0	1	80.85	
132 53131629-501-001	DISINFECTANT, 600ml	can	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
133 44101524-PA-C01	PRINTED PUBLICATIONS	book	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
134 55101524-PA-C01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT	book	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
135 53131626-501-001	LIQUID HAND SANITIZER, 500ml	bottle	0	0	16	16	1,293.60	0	1	1	1	80.85	0	0	16	16	1,293.60	0	1	80.85	
136 44121205-BH-C01	INSECTICIDE, 600ml	can	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
137 44121205-BH-C02	INSECTICIDE, 100ml	can	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
138 44121205-BH-C03	INSECTICIDE, 100ml	can	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
139 44121205-BH-C04	INSECTICIDE, 100ml	can	0	0	0	0	0.000	0	0	0	0	0.000	0	0	0	0	0	0	0.00		
140 44121205-BH-C05	INSECTICIDE, 100ml	can	0	0	0	0															

#### **SOFTWARE**

6 43233405-SFT-015 Utility and device driver software license 0 0 0 0 0.00 0 0 0 0

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

W. J. Jones  
BERNADETTE M. NAVARRA  
BAC Secretariat

~~Certified Funds Available / Certified Unaudited Funds Available:~~  
~~FERMIN T. MALECDAN~~  
Accountant | Budget Officer

Approved by:   
**JANE D. TORIBIO, Ph.D.**  
Head of Office/Agency