

OFFICE OF THE PROVINCIAL GENERAL SERVICES

DATE: January 28, 2019

FOR: NOEL MANUEL R. LOPEZ

Provincial Administrator

FROM: MR. RODRIGO T. SAWIT

Provincial General Services Officer

TEXT: HIGHLIGHTS FOR THE MONTH OF NOVEMBER 2018

Amount of Office and Janitorial Supplies purchased (stock) : ₱ 1,469,101.58

Amount of Office Equipment purchased : ₱ 1,292,510.00

Amount of Hospital Equipment purchased : ₱ 420,000.00

Amount of various items purchased (Different Offices,

Hospitals and Agencies) : ₱ 10,424,147.58

Amount of various items purchased (Grants and Donation

of Honorable Governor, Vice Governor and SP Members) : ₱ 2,541,700.00

Amount of Spare Part/Tires/Lubricant for various Heavy Equipment

and Service Vehicle . : ₱ 1,817,104.12

Amount of Recorded Inspection and Acceptance Report

(Various Offices/Grants and Donations) : ₱ 20,478,054.51

Amount of Recorded Inspection and Acceptance Report

(Emergency Purchased of Various Offices) : ₱ 14,908,601.00

Amount of Recorded Purchase Request (PR) (Drugs and Medicines): ₱ 2,900,063.25

Amount of Recorded Purchase Order (PO) (Drugs and Medicines) : ₱ 2,968,448.25

Amount of Recorded Purchase Request (PR) (Medical and Surgical): ₱ 2,159,059.50

Amount of Recorded Purchase Order (PO) (Medical and Surgical) : ₱ 3,664,216.15

Amount of Recorded Inspection and Acceptance Report (IAR)

(Drugs and Medicines/Medical and Surgical) : ₱ 6,570,722.00

Amount of Recorded Inspection and Acceptance Report (IAR)

(Emergency Purchased for Drugs and Medicines) : ₱ 568,994.25

Amount of Recorded Inspection and Acceptance Report (IAR)

(Emergency Purchased for Medical and Surgical) : ₱ 531,899.90

Number of Bidding conducted:

Pre-Bid Conference (2)

Bid Opening (4)

Number of Trips to pick-up Cadaver (8)

Number of Barangay conducted Fogging Operations:

- 1. Gamu, Isabela 3
- 2. Ramon, Isabela 4
- 3. Luna, Isabela 1
- 4. Sto. Tomas, Isabela −1

Number of Barangays : 9

MR. RODRIGO T. SAWIT

Provincial General Services Officer