

OFFICE OF THE PRESIDENT  
**Grants Development Office**  
 Officer -In-Charge: Rosa Ophelia D. Velarde

**BUDGET REQUIREMENT FOR CY 2021**

**I. PERSONAL SERVICES**

1 Casual Clerk

**P 168,000.**

**II. MAINTENANCE AND OPERATING EXPENSES**

*A. Supplies and Materials*

Computer printer Ink (black) 6 pcs	P12,000 .--
Bond Paper, Size A4 , 2 rims	P 1,000.—
Size ,Legal 2 rims	P 1,000 .--
Short, 2 rims	P 1,000 .
Ball pen back , 10 pcs	P 200.
Ball pen, Blue 10pcs	P 200.
Pencil 4 pcs	P 100.
Data filer 9 pcs maroon	P11,400.
Transparent folder, long 60 pcs	P 800.—
Stapler, medium 1pc	P 300.
Staple wire, 1 box	P 200.
White out (eraser) 6 pcs	P 200.
Log book long 3 pcs	P 1,500.
Paper clip, size small ,2 bxs	P 50.
Paper clip , size small,2 bxs	P 50.
Scissors	
Folder long & short	
Trash bin	
Sliding folder	
Fastener	
Alcohol (6)	

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**P30,000.-**

*b. Travel*

**P231,000**

b.1. Travel to Component campuses (Once every quarter)

b.2 Conference/Meeting to Manila or Cebu (as authorized or called for)

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**II. EQUIPMENT**

1 table for GDO officer with chair	P 25,000.
1 Office tables for GDO Clerk with chair	P 20,000.
1 computer table with chair	P 15,000.
1 computer set with printer	P 80,000.
1 laptop	P 30,000.

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**P171,000.**

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**TOTAL PROPOSED BUDGET**

**P600,000.**

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