



Republic of the Philippines
National Book Development Board


Approved!

02/18/2021

AF MEMORANDUM

No. 5, s. 2021

For : **RYAN A. ESTEBAN**
OIC Executive Director

Through : 
FLORDELIZ A. ABIAD
Supervising Administrative Officer

From : 
RHONNELL DC. DACIO
Project Development Officer IV

Subject : **Purchase of Radial Tires for Two (2) NBDB Vehicles
Including Alignment and Camber Correction**

Date : **18 February 2021**

We would like to respectfully request for the approval of purchase of radial tires for two (2) NBDB vehicles totaling eight (8) pieces due to wear and tear including alignment and camber correction. Amount to be requested is **FIFTY-ONE THOUSAND PESOS (PhP51,000.00)** and shall be charged under General Administrative and Support Services.

For your approval.

Attach: as stated

cc: Records
Supply
Budget



Control No. :	20210221
Date :	Feb. 18, 2021
Fund Cluster:	01

2021 Project Proposal/Budget Request Form

(Form Revised as of December 2017)

PPA (PREXC):		<i>Capacity Building & Trade Promotion Initiatives (CBTPI)</i>		<i>Administration of Awards, Grants & Incentives (AAGI)</i>		<i>Policy Development, Research, Information Mgt. System & Information Campaign (PDRIMSIC)</i>	/	<i>General Administration and Support Services (GASS)</i>
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Program/Project/Activity (PPA) Title: Maintenance of NBDB Vehicles

Date of PPA Implementation: February to March 2021

Brief Description of the PPA: Replacement of radial tires of two (2) NBDB vehicles due to wear and tear.

Gender and Development (GAD) Component:

- GAD Classification/Score:
- Budget Allocation/Attributed Budget (GAD Score % X Proposed Budget):
- Description of GAD Component in the PAP:
- Expected GAD Outcome:

Classification of Expenses	Gross Amount	Remarks/particulars	Disbursement Schedule
<i>Repair and Maintenance – Transportation Equipment</i>	P51,000.00	Replacement of radial tires of two (2) NBDB vehicles inclusive of installation, wheel alignment, camber correction and lead weights	February to March, 2021
Total Proposed Budget	P51,000.00		

A. Requested by:		B. Recommended by:	
Signature:		Signature:	
Printed Name:	RHONNELL DC DACIO	Printed Name:	FLORDELIZ A. ABIAD
Position:	Project Development Officer IV (Requesting Officer)	Position:	Supervising Administrative Officer (Immediate Supervisor)
Date:		Date:	
C. Funds earmarked for the purpose indicated above:		D. Approved by:	
Signature:		Signature:	
Printed Name:	ALDA MAE M. MURILLO	Printed Name:	RYAN A. ESTEBAN
Position:	Administrative Officer V (Budget Officer)	Position:	OIC Executive Director
Date:		Date:	

