

Department of Labor and Employment Region VII, Annual Procurement Plan for FY 2018

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Training Expenses	RO/FO	PS-DBM/SVP/S					GENERAL FUND	800,000.00	800,000.00		
	Office Supplies Expenses	RO/FO	PS-DBM/SVP/S					GENERAL FUND	1,818,000.00	1,818,000.00		
	Fuel, Oil and Lubricants Expenses	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	880,000.00	880,000.00		
	Other Supplies & Materials Expenses	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	382,000.00	382,000.00		
	Water Expenses	RO/FO	Direct Contracting/SVP/S					GENERAL FUND	200,000.00	200,000.00		
	Electricity Expenses	RO/FO	Direct Contracting/SVP/S					GENERAL FUND	2,520,000.00	2,520,000.00		
	Postage and Courier Services	RO/FO	Direct Contracting/SVP/S					GENERAL FUND	84,000.00	84,000.00		
	Mobile	RO/FO	Direct Contracting/SVP/S					GENERAL FUND	564,000.00	564,000.00		
	Landline	RO/FO	Direct Contracting/SVP/S					GENERAL FUND	181,000.00	181,000.00		
	Internet Subscription Expenses	RO/FO	Direct Contracting/SVP/S					GENERAL FUND	2,494,000.00	2,494,000.00		
	Cable Satellite, Telegraph and Radio Exp.	RO/FO	Direct Contracting/SVP/S					GENERAL FUND	3,000.00	3,000.00		
	Other Professional Services	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	2,140,000.00	2,140,000.00		
	Janitorial Services	RO	Public Bidding/Small Value Procurement					GENERAL FUND	350,000.00	350,000.00		
	Security Services	RO	Public Bidding/Small Value Procurement					GENERAL FUND	605,000.00	605,000.00		
	Repair & Maintenance - Buildings	RO	Small Value Procurement / Shopping					GENERAL FUND	100,000.00	100,000.00		
	Repair & Maintenance - Office Equipment	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	30,000.00	30,000.00		
	Repair & Maintenance - Motor Vehicles	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	770,000.00	770,000.00		
	Advertising Expenses	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	14,000.00	14,000.00		
	Printing and Publication Expenses	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	169,000.00	169,000.00		
	Representation Expenses	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	1,024,000.00	1,024,000.00		
	Rents - Building and Structures	RO/FO	Agency-to-Agency / SVP					GENERAL FUND	6,276,000.00	6,276,000.00		
	Rents - Equipment	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	505,000.00	505,000.00		
	Other Subscription Expenses	RO/FO	Small Value Procurement / Shopping					GENERAL FUND	16,000.00	16,000.00		

DEFINITION

- PROGRAM (BESF)** - A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- PROJECT (BESF)** - Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- PMO/End User** - Unit as proponent of program or project
- Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
- Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- Estimated Budget** - Agency approved estimate of project/program costs
- Remarks** - brief description of program or project

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

Breakdown into mooe and co for tracking purposes; aligned with budget documents
Any remark that will help GPPB track programs and projects

Prepared by:

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LEO III / Supply Officer-Designate

Certified Funds Available /
Certified Appropriate Funds Available:

LENY G. RITAGA / MARIE ANGELIE A. TANGPOS
Chief Accountant / Budget Officer

Recommending Approval:

LILIA A. ESTILLORE, CPA, MDC
OIC - Asst. Regional Director / BAC Chairperson

Approved:

ENGR. CYRIL L. TICAO
OIC - Regional Director