



Republic of the Philippines  
Department of Justice  
PAROLE AND PROBATION ADMINISTRATION- REGION XI  
ANNUAL PROCUREMENT PLAN CY 2018

Code (PAP)	Procurement/ Program/ Project	PMO/ End-user	Mode of Procurement	Sources of Funds				Total	Estimated Budget (PhP)		Remarks/Activity (Brief Description of Program/Project)
				Ads/Post of ITB	Sub/open of Bids	Notice of Award	Contract Signing		MOOE	CO	
<b>A. SUPPLIES AND MATERIALS</b>											
50203010	Common Use Supplies available at DBM-PS	RO/FOs	NP-Agency to Agency			Quarterly		GoP	463,145.27	463,145.27	Supplies available at PS- DBM
50203010	Other Supplies and Materials not available at DBM- PS	RO/FOs	NP-Small Value			Quarterly		GoP	266,390.59	266,390.59	supplies not available at PS- DBM
50203090	Gasoline, Oil and Lubricants	RO	Direct Contracting			Monthly		GoP	46,000.00	46,000.00	Fuel for DOJ-PPA vehicle
<b>B. UTILITIES</b>											
50204010	Water Services	RO/FOs	Direct Contracting			Monthly		GoP	40,000.00	40,000.00	Provided by DWD, purchased drinking water, PPA water supply consumption
50204020	Electricity Services	FO	Direct Contracting			Monthly		GoP	70,000.00	70,000.00	Provided by DASURECO, power supply consumption
<b>C. COMMUNICATION</b>											
50205010	Postage and Couriers	RO/FOs	Direct Contracting			Monthly		GoP	80,000.00	80,000.00	Mailings of official documents -DOJ-PPA documents
50205020	Telephone-Mobile/ Wireless broadband	RO	Direct Contracting			Monthly		GoP	39,000.00	39,000.00	Globe post-paid plan, load allowance, DOJ-PPA officers
50205020	Telephone- Landline	RO/FOs	Direct Contracting			Monthly		GoP	194,000.00	194,000.00	Provided by PLDT, Matalco, SmartBro, DOJ-PPA offices
50205030	Internet Subscription	RO/FOs	Direct Contracting			Monthly		GoP	259,000.00	259,000.00	Provided by Smart, DOJ-PPA offices, PLDT and Globe
<b>D. JANITORIAL SERVICES</b>											
50212020	Janitorial Services (1 yr.)	RO/FOs	Direct Contracting			Monthly		GoP	192,000.00	192,000.00	Twelve (12) janitors attendance of 12 field offices
<b>E. REPAIRS AND MAINTENANCE</b>											
50213060	Repair and Maintenance- Vehicle	RO	NP-Small Value			Quarterly		GoP	23,000.00	23,000.00	One (1) unit Suzuki Aito and one (1) AUV
50299050	Repair & Maintenance Office Equipment	RO/FOs	NP-Small Value			Quarterly		GoP	31,000.00	31,000.00	Repair of printers and other office equipment
50213040	Building Structures	RO/FOs	NP-Small Value	04-04-18	04-10-18	04-18-18	04-18-18	GoP	14,000.00	14,000.00	Repair of office - RO and FO
<b>F. RENT</b>											
50299050	Quarter's for Regional Director	RO	Direct Contracting			Monthly		GoP	42,000.00	42,000.00	Quarter's allowance of RD
<b>G. TRANSPORTATION</b>											
	Vehicle	RO/FOs	Competitive Bidding	01-10-18	01-26-18	01-29-18	02-19-18	GoP	1,100,000.00	1,100,000.00	purchase of one(1) unit Asian Utility Vehicle (AUV) for Regional office use.
<b>G. TRAININGS / SEMINARS</b>											
50202010	Basic VPA Orientation Seminar	FO	NP-Small Value	05-10-18	05-22-18	05-24-18	05-24-18	GoP	15,700.00	15,700.00	Training for Volunteer Probation Assistant of the Parole and Probation Adm.
50202010	Basic VPA Orientation Seminar	FO	NP-Small Value	07-23-18	07-26-18	07-31-18	07-31-18	GoP	10,800.00	10,800.00	
50202010	VPA Enhancement Training	FO	NP-Small Value	07-31-18	08-06-18	08-08-18	08-09-18	GoP	18,250.00	18,250.00	Enhancement training for VPA of newly recruited & appointed VPAs
50202010	Specialized Training on Communication and Interviewing Skills-Conval	FO	NP-Small Value	06-28-18	07-04-18	07-09-18	07-09-18	GoP	4,950.00	4,950.00	
50202010	Specialized Training on Communication and Interviewing Skills-	FO	NP-Small Value	07-19-18	07-25-18	07-31-18	07-31-18	GoP	8,250.00	8,250.00	Specialized training for interviewing and communication skills for VPAs
50202010	Specialized Training on Community Resource Development-	FO	NP-Small Value	09-03-18	09-06-18	09-10-18	09-10-18	GoP	4,950.00	4,950.00	
50202010	Basic Therapeutic Community Ladderized Program Seminar-	FO	NP-Small Value	03-19-18	03-23-18	03-28-18	03-28-18	GoP	15,700.00	15,700.00	Basic TC training for VPAs
50202010	Enhancement Therapeutic Community Ladderized Program-	FO	NP-Small Value	05-28-18	06-01-18	06-06-18	06-06-18	GoP	29,150.00	29,150.00	Enhancement TCIP training for newly appointed VPA
50202010	Basic RJ Training- for newly appointed VPAs	FO	NP-Small Value	07-23-18	07-27-18	08-01-18	08-01-18	GoP	12,150.00	12,150.00	Basic RJ training for VPAs
50202010	RJ Enhancement Training/Seminar-	FO	NP-Small Value	09-24-18	09-28-18	10-04-18	10-04-18	GoP	15,400.00	15,400.00	RJ enhancement for newly appointed VPAs
50202010	GAD and GAD Related Seminar-	FO	NP-Small Value	05-21-18	05-28-18	06-11-18	06-11-18	GoP	24,700.00	24,700.00	GAD training and GAD related seminars
<b>OTHERS</b>											
50202010	Teambuilding, General Assembly' Quarterly Meeting-	FO	NP-Small Value	08-23-18	08-29-18	09-05-18	09-05-18	GoP	18,000.00	18,000.00	
<b>CAPABILITY BUILDING/ ACTIVITIES</b>											
50202010	Spiritual Reflection	RO/FOs	NP-Small Value	02-20-18	02-26-18	03-02-18	03-02-18	GoP	22,500.00	22,500.00	Spiritual Enhancement for personnel in observance for Lenten Season
50202010	Senior Citizen and PWD Seminar	RO/FOs	NP-Small Value	04-04-18	04-11-18	04-16-18	04-16-18	GoP	30,000.00	30,000.00	Seminars & training for personnel related to SC & PWD Laws
50202010	Child and Youth Seminar	RO/FOs	NP-Small Value	07-25-18	07-31-18	08-06-18	08-06-17	GoP	22,500.00	22,500.00	Seminars & training for personnel related to Child & Youth Laws
50202010	GAD Laws and Other Related Seminar	RO/FOs	NP-Small Value	04-04-18	04-11-18	04-16-18	04-16-18	GoP	23,750.00	42,100.00	Seminars on GAD related laws
50202010	Disaster Preparedness	RO/FOs	NP-Small Value	05-28-18	05-31-18	06-06-18	06-06-18	GoP	37,500.00	37,500.00	Disaster training for personnel
50202010	Tree Planting	RO/FOs	NP-Small Value	05-28-18	05-31-18	06-06-18	06-06-18	GoP	12,500.00	42,600.00	
50202010	Family Day	RO/FOs	NP-Small Value	08-29-18	09-05-18	09-10-18	09-10-18	GoP	45,000.00	45,000.00	Family day in celebration to CSC anniversary
50202010	Stress Management	RO/FOs	NP-Small Value	04-16-18	04-20-18	04-25-18	04-25-18	GoP	27,500.00	27,500.00	
50202010	Seminar on Senior Citizen and PWD, Child & Child Youth, Year-End Assembly	RO/FOs	Lease of venue	11-23-18	12-04-18	12-10-18	12-10-18	GoP	95,300.00	95,300.00	Seminar on PWD, Child & Youth and year end assembly of personnel
50202010	Anniversary Celebration / PRAISE Awarding	RO/FOs	Lease of venue	07-09-18	07-13-18	07-19-18	07-19-18	GoP	45,000.00	45,000.00	
50202010	Teambuilding	RO/FOs	NP-Small Value	08-29-18	09-05-18	09-10-18	09-10-18	GoP	42,500.00	42,500.00	
50202010	Management and Supervisory Skills	RO/FOs	NP-Small Value	07-09-18	07-13-18	07-19-18	07-19-18	GoP	33,750.00	47,500.00	
<b>I. PLANNING SERVICES</b>											
50299030	Management Conference									500,000.00	
50299030	Trimestral Conference	CPPO/OICs	NP-Small Value			Quarterly		GoP	123,000.00	123,000.00	Conference for CPPOs/OICs
50201010	Assessment and Planning	RO/FOs	NP-Small Value			Semestral		GoP	100,000.00	100,000.00	Mid year evaluation of personnel

J. INSURANCE AND OTHER FEES										
50215030	Registration and insurance of Motor Vehicle	RO	Direct Contracting	January 2- October 31, 2019	Gop	100,000.00	100,000.00			Fidelity bond of accountable officers, insurance of equipment and vehicle
	(including fidelity Bond Premium and insurance of DOJ-PPA Properties)									

Recommending Approval: BIDS AND AWARDS COMMITTEE

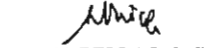
Prepared by:

  
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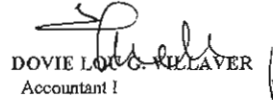
Approved by:

  
ALMA BELLA I. CADA  
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FUNDS AVAILABLE:

  
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Accountant I