

DEPARTMENT OF AGRARIAN REFORM
Regional Office I
Carlatan, San Fernando City, La Union
Annual Procurement Plan for FY 2020

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/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Available at PS-OBM												
19-0001	1st Quarter	DARRO I	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	548,814.77	548,814.77		
19-0001	2nd Quarter	DARRO I	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP				
19-0001	3rd Quarter	DARRO I	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP				
19-0001	4th Quarter	DARRO I	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP				
Not Available at PS-OBM												
19-0002	1st Quarter	DARRO I	NP-53.9 - Small Value Procurement	Jan- March	N/A	Jan- March	Jan- March	GoP				
19-0002	2nd Quarter	DARRO I	NP-53.9 - Small Value Procurement	April - June	N/A	April - June	April - June	GoP				
19-0002	3rd Quarter	DARRO I	NP-53.9 - Small Value Procurement	July - Sept	N/A	July - Sept	July - Sept	GoP				
19-0002	4th Quarter	DARRO I	NP-53.9 - Small Value Procurement	Oct - Dec	N/A	Oct - Dec	Oct - Dec	GoP				
I - MANDATORIES												
19-0003STO	Fuel, Oil and Lubricants	STO	NP-53.9 - Small Value Procurement	October 2019	November	December '19	Jan 2020	GoP	905,000.00	905,000.00		
19-0003ALS	Fuel, Oil and Lubricants	LEGAL	NP-53.9 - Small Value Procurement	October 2019	November	December '19	Jan 2020	GoP	60,000.00	60,000.00		
UTILITIES												
19-0004STO	Water	STO	Direct Contracting	October 2019	N/A	December '19	January '20	GoP	227,000.00	227,000.00		
19-0005STO	Electricity	STO	Direct Contracting	October 2019	N/A	December '19	January '20	GoP	1,050,000.00	1,050,000.00		
COMMUNICATIONS												
19-0006STO	Landline	STO	Direct Contracting	Jan - Dec	N/A	December '19	Jan 2020	GoP	335,000.00	335,000.00		
19-0007STO	Mobile	STO	Shopping	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	GoP	300,000.00	300,000.00		
19-0007ADJ	Mobile	RARAD	Shopping	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	GoP	42,000.00	42,000.00		
19-0007ALS	Mobile	LEGAL	Shopping	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	GoP	12,000.00	12,000.00		
19-0008STO	Internet	STO	Direct Contracting	October 2019	N/A	December '19	January '20	GoP	150,000.00	150,000.00		
19-0009STO	Cable Subscription	STO	Direct Contracting	October 2019	N/A	December '19	January '20	GoP	6,000.00	6,000.00		
19-0010STO	Postage	STO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	218,000.00	218,000.00		
GENERAL SERVICES												
19-0011STO	Janitorial	STO	NP-53.9 - Small Value Procurement	October 2019	N/A	December '19	January '20	GoP	1,281,000.00	1,281,000.00		
19-0012STO	Security	STO	NP-53.9 - Small Value Procurement	October 2019	N/A	December '19	January '20	GoP	576,000.00	576,000.00		
19-0013STO	Other General Services	STO	Direct Contracting			December '19	January '20	GoP	351,000.00	351,000.00		
RENT / LEASE EXPENSES												
19-0014STO	Office Building	STO	NP-53.10 Lease of Real Property and Venue	October 2019	N/A	December '19	January '20	GoP	2,101,000.00	2,101,000.00		
19-0015STO	Quarter's Allowance	STO	Direct Contracting	N/A	N/A	December '19	January '20	GoP	54,000.00	54,000.00		
REPAIRS AND MAINTENANCE												
19-0016STO	Office	STO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	GoP	200,000.00	200,000.00		
19-0017STO	Vehicle	STO	Shopping	Jan-Dec	N/A	Jan-Dec	Jan-Dec	GoP	400,000.00	400,000.00		
19-0018STO	Office Equipment	STO	Shopping	Jan-Dec	N/A	Jan-Dec	Jan-Dec	GoP	100,000.00	100,000.00		
19-0019STO	Auditing	STO	Shopping	Jan-Dec	N/A	Jan-Dec	Jan-Dec	GoP	100,000.00	100,000.00		
19-0021STO	Advertising	STO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	GoP				
19-0022STO	Subscription	STO	Direct Contracting	N/A	N/A	December '18	January '19	GoP	28,000.00	28,000.00		
II - SECTORAL ACTIVITIES												
A. Training and Servicing of Seminars/ Conferences / For's												
19-0024STOICAO	STOD Semestr Assessment	STO	NP-53.9 - Small Value Procurement	Feb & Aug	Feb & Aug	March & Sept	March & Sept	GoP	160,000.00	160,000.00		
19-0024STOPER	Personnel Officers Quarterly Meeting/Assessment	STO	Shopping	Feb, May, Aug, & Nov	Feb, May, Aug, & Nov	Mar, June, Sept, & Dec	Mar, June, Sept, & Dec	GoP	40,000.00	40,000.00		

Handwritten signatures and initials in blue ink at the bottom left of the page.

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/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
19-0024STO/BAC	Formulation of PMP / APP CSE 2021 Workshop	STO	NP-53.9 - Small Value Procurement	June	June	July	July	GoP	96,000.00	96,000.00		
19-0024STO/RD	Brainstorming Session	STO	NP-53.9 - Small Value Procurement	Feb & Aug	Feb & Aug	March & Sept	March & Sept	GoP	96,000.00	96,000.00		
19-0024STO/RD	Executive Committee Meetings	STO	NP-53.10 Lease of Real Property and Venue	March, June & Sept.	March, June & Sept.	April, June, & Oct	April, June, & Oct	GoP	186,000.00	186,000.00		
19-0024STO/RD	Management Committee Meetings	STO	NP-53.7 Highly Technical Consultants	April & Nov	April & Nov	May & Dec	May & Dec	GoP	28,000.00	28,000.00		
19-0024STO/REC	Formulation of Records Management Plan for CY 2020	STO	NP-53.10 Lease of Real Property and Venue	May & Oct	May & Oct	June & Nov	June & Nov	GoP	120,000.00	120,000.00		
19-0024STO/Budget-ACCNT	ENGA/EBUDGET Assessment	STO	NP-53.10 Lease of Real Property and Venue	May	May	June	June	GoP	100,000.00	100,000.00		
19-0024STO/IE	Continuing Education Program	STO	NP-53.9 - Small Value Procurement	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	GoP	60,000.00	60,000.00		
19-0024STO/IE	Effective Written Communication Skills Training of CSC (COST SHARING)	STO	NP-53.10 Lease of Real Property and Venue	April	April	May	May	GoP	119,200.00	119,200.00		
19-0024STO/IE	SDC Tracks 2 and 3 (live out) (COST SHARING)	STO	NP-53.10 Lease of Real Property and Venue	June	June	July	July	GoP	218,000.00	218,000.00		
19-0024STO/IE	Computer Enhancement Courses for drivers, 1st level employees, and 2nd level employees	STO	NP-53.9 - Small Value Procurement	Jan, Feb, & March	Jan, Feb, & March	Feb, March, April	Feb, March, April	GoP	18,000.00	18,000.00		
19-0024STO/IE	Integrity Development cum Reflection (COST SHARING)	STO	NP-53.9 - Small Value Procurement	Feb	Feb	March	March	GoP	38,000.00	38,000.00		
19-0024STO/IE	HRD and MRO Assessment Workshop	STO	NP-53.9 - Small Value Procurement	April & Oct	April & Oct	May & Nov	May & Nov	GoP	40,800.00	40,800.00		
19-0024STO/IE	Information Officers Workshop	STO	NP-53.9 - Small Value Procurement	April & Oct	April & Oct	May & Nov	May & Nov	GoP	44,100.00	44,100.00		
19-0024STO/IE	Disaster Risk Management Course (Cost Sharing)	STO	NP-53.9 - Small Value Procurement	June	June	July	July	GoP	65,000.00	65,000.00		
19-0024STO/IE	Earthquake Drill (Cost Sharing)	STO	NP-53.9 - Small Value Procurement	June	June	July	July	GoP	6,500.00	6,500.00		
19-0024STO/IE	KAPIHAN SA PIA (advertising)	STO	NP-53.9 - Small Value Procurement	May & Oct	May & Oct	June & Nov	June & Nov	GoP	41,000.00	41,000.00		
19-0024STO/IE	Tuntongan & Amanan (advertising)	STO	NP-53.9 - Small Value Procurement	May & Oct	May & Oct	June & Nov	June & Nov	GoP	6,000.00	6,000.00		
19-0024STO/IE	AVP Production (advertising)	STO	NP-53.9 - Small Value Procurement	March	March	April	April	GoP	15,000.00	15,000.00		
19-0024STO/IE	Conduct of dialogue/forum with ARBs, landowners, etc (advertising)	STO	NP-53.9 - Small Value Procurement	May	May	June	June	GoP	9,900.00	9,900.00		
19-0024STO/Planning	Quarterly Updates/Meeting on Planning, Monitoring and Evaluation	Planning	NP-53.10 Lease of Real Property and Venue	Feb-May-Aug-Nov	Feb-May-Aug-Nov	Mar-Jun-Sept-Dec	Mar-Jun-Sept-Dec	GoP	105,600.00	105,600.00		
19-0024STO/Planning	Regular conduct of regional planning and assessment sessions (performance review)	Planning	NP-53.10 Lease of Real Property and Venue	Jan-May-Aug	Jan-May-Aug	Feb-Jun-Sept	Feb-Jun-Sept	GoP	531,000.00	531,000.00		
19-0024STO/Planning	Conduct of Pre-Assessment and Planning Session (DRY RUN)	Planning	NP-53.10 Lease of Real Property and Venue	Jan-May-Aug	Jan-May-Aug	Feb-Jun-Sept	Feb-Jun-Sept	GoP	92,400.00	92,400.00		
19-0024STO/Planning	Conduct of regional level indicative/ operations planning workshop	Planning	NP-53.10 Lease of Real Property and Venue	January	January	February	February	GoP	171,000.00	171,000.00		
19-0024STO/Planning	Regional Orientation on the Conduct of CY 2020 ITEMA	Planning	NP-53.10 Lease of Real Property and Venue	May	May	June	June	GoP	112,500.00	112,500.00		
19-0024STO/Planning	Conduct of ITEMA Results feedbacking	Planning	NP-53.9 - Small Value Procurement	February	February	March	March	GoP	48,000.00	48,000.00		
19-0024STO/Planning	Conduct of Regional Level Orientation on BED Preparation	Planning	NP-53.10 Lease of Real Property and Venue	October	October	November	November	GoP	192,000.00	192,000.00		
19-0024ADJ	DARAB 1st Qtr Assessment	DARAB	NP-53.9 - Small Value Procurement	February	February	March	March	GoP	24,000.00	24,000.00		
19-0024ADJ	2nd Qtr Assessment with LCMS Updating	DARAB	NP-53.10 Lease of Real Property and Venue	May	May	June	June	GoP	32,000.00	32,000.00		
19-0024ADJ	3rd Qtr Assessment with Catch-up Planning	DARAB	NP-53.10 Lease of Real Property and Venue	August	August	September	September	GoP	32,000.00	32,000.00		
19-0024ADJ	4th Assessment with Cascading of New Issuances	DARAB	NP-53.10 Lease of Real Property and Venue	November	November	December	December	GoP	19,200.00	19,200.00		
19-0024ALS	Management of Approved & Application of LUC	LEGAL	NP-53.9 - Small Value Procurement	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	31,000.00	31,000.00		
19-0024ALS	Cascading of new policy issuances/guidelines	LEGAL	NP-53.10 Lease of Real Property and Venue	April	April	May	May	GoP	122,000.00	122,000.00		
19-0024ALS	Conduct Assessment and Catch up Planning	LEGAL	NP-53.10 Lease of Real Property and Venue	November	November	December	December	GoP	188,000.00	188,000.00		
19-0024FOD	Conduct of Coordination Meetings-cum-Planning Session on Various Partnership Programs	FOD	NP-53.9 - Small Value Procurement	Jan-May-Aug-Nov	Jan-May-Aug-Nov	Feb-Jun-Sept-Dec	Feb-Jun-Sept-Dec	GoP	40,000.00	40,000.00		
19-0024FOD	Conduct of cascading for new DAR issuances on ARBDS	FOD	NP-53.9 - Small Value Procurement	January	January	February	February	GoP	12,500.00	12,500.00		
19-0024FOD	Conduct of cascading for new DAR issuances on ARBDS	FOD	NP-53.10 Lease of Real Property and Venue	February	February	March	March	GoP	72,000.00	72,000.00		
19-0024FOD	DAR-DTI-DOST Assessment-cum-Planning-Workshop	FOD	NP-53.10 Lease of Real Property and Venue	February	February	March	March	GoP	12,500.00	12,500.00		
19-0024FOD	Conduct of Planning Workshop for ARBDS projects & programs	FOD	NP-53.9 - Small Value Procurement	January	January	February	February	GoP	20,000.00	20,000.00		
19-0024FOD	Conduct of Semestral Review and Planning Session for ARBDS	FOD	NP-53.10 Lease of Real Property and Venue	May & Aug	May & Aug	June & Sept.	June & Sept.	GoP	89,600.00	89,600.00		
19-0024FOD	FOD Assessment	FOD	NP-53.10 Lease of Real Property and Venue	June & Nov	June & Nov	July & Dec	July & Dec	GoP	72,000.00	72,000.00		
19-0024LTS	Conduct meeting with line agencies	LTS	NP-53.9 - Small Value Procurement	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	GoP	81,900.00	81,900.00		
19-0024LTS	Conduct Meeting related to LTSP Programs	LTS	NP-53.10 Lease of Real Property and Venue	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	GoP	49,400.00	49,400.00		

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/Activity/Project)
				Advertisement/P osting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CC	
19-0024GAD	Updating of GA Analysis and GA Tools for Regional Office including honorarium	GAD	NP-53.10 Lease of Real Property and Venue	October	October	November	November	GoP	304,400.00	304,400.00		
19-0024GAD	Lack of awareness on Harmonize Gender and Development Guidelines for Region 1	GAD	NP-53.10 Lease of Real Property and Venue	January	January	January	January	GoP	106,000.00	106,000.00		
19-0024GAD	GAD Year End Assessment (GAD Focal System)	GAD	NP-53.10 Lease of Real Property and Venue	November	November	December	December	GoP	106,000.00	106,000.00		
19-0024GAD	Planning Workshop (GAD Focal System)	GAD	NP-53.10 Lease of Real Property and Venue	September	September	October	October	GoP	106,000.00	106,000.00		
SUB - TOTAL (SUPPLIES AVAILABLE AT PS DBM)									548,814.77	548,814.77		
SUB - TOTAL (SUPPLIES NOT AVAILABLE AT PS DBM)									574,175.90	574,175.90		
ADDITIONAL PROVISION FOR INFLATION									131,269.03	131,269.03		
SUB TOTAL (MANDATORIES)									8,496,000.00	8,496,000.00		
SUB-TOTAL (TRAININGS)									4,280,500.00	4,280,500.00		
GRAND TOTAL									14,030,759.70	14,030,759.70		

Prepared By:

Bethy Jane M. Dulay
 BETHY JANE M. DULAY
 ARPO I/BAC Secretariat

Certified Appropriate Funds Available/Certified Funds Available:

Jane T. de Mayo
 JANE T. DE MAYO
 Budget Officer III

Luz A. Samera
 LUZ A. SAMERA
 Accountant III

Recommending Approval:

Atty. Armi Christie Pe Benito
 ATTY. ARMI CHRISTIE PE BENITO
 Chief-Legal/BAC Chairman

APPROVED:

Felizard V. Dumaguing
 FELICERD V. DUMAGUING
 OIC-ARD Concurrent ARD