

**DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE XII**  
**Approved 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)	
				Advertiseme nt/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
GENERAL MANAGEMENT AND SUPERVISION													
Supplies and Material Expenses													
5020309000	Fuel, Oil & Lubricant Expenses	STOD	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	GoP	500,000	500,000			
5020301002	Office Supplies Expenses -Available at PS_DBM	All Sectors	NP-53.5 Agency-to-Agency	Jan-Dec	N/A	Jan-Dec	Jan-Dec	GoP	2,854,437	2,854,437			
5020301002	Office Supplies Expenses - Not Available at PS_DBM	All Sectors	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	GoP	1,026,978	1,026,978			
Training and Scholarship Expenses													
5020201002	Catering Service for ManCom Meetings	STOD	NP-53.9 - Small Value Procurement	Bi-monthly	N/A	Bi-monthly	Bi-monthly	GoP	158,400	158,400		22 pax at 300/day	
5020201002	Board and Lodging for ExeCom Meetings	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Qtrly	Qtrly	GoP	304,000	304,000		20 pax x 1,900 x 2 days = 36,000, quarterly	
5020201002	Board and Lodging for Consultative and Focused Group Meetings	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Monthly	Monthly	GoP	182,400	182,400		4 pax at 1900/day for 2 days only, monthly	
5020201002	Board and Lodging for Coordination and Oversight Meetings	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Monthly	Monthly	GoP	91,200	91,200		4 pax at 1900/day for 1 day only, monthly	
5020201002	Catering Services for BAC Meetings	STOD	NP-53.9 - Small Value Procurement	Bi-monthly	N/A	Bi-monthly	Bi-monthly	GoP	64,800	64,800		18 pax at 150 /meeting, every two weeks	
5020201002	Catering Services for Internal Management Meetings	STOD	NP-53.9 - Small Value Procurement	Bi-monthly	N/A	Bi-monthly	Bi-monthly	GoP	36,000	36,000		10 pax at 150/day, every two weeks	
5020201002	Board and Lodging for CARP Anniversary Activity	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Aug-20	Aug-20	GoP	304,000	304,000		80 pax at 1900/day for two days	
5020201002	Board and Lodging for Womens Month Celebration	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Mar-20	Mar-20	GoP	304,000	304,000		80 pax at 1900/day for two days	
5020201002	Board and Lodging for GAD Activities	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Sep-20	Sep-20	GoP	304,000	304,000		80 pax at 1900/day for two days	
5020201002	Catering Service for Family Week Celebration	STOD	NP-53.9 - Small Value Procurement	Sep-20	N/A	Sep-20	Sep-20	GoP	35,000	35,000		100pax at 350/day	
5020201002	Catering Service for Nutrition Month Celebration	STOD	NP-53.9 - Small Value Procurement	Jul-20	N/A	Jul-20	Jul-20	GoP	35,000	35,000		100pax at 350/day	
5020201002	Catering Service for the Participation to Civil Service Commission Anniversary	STOD	NP-53.9 - Small Value Procurement	Sep-20	N/A	Sep-20	Sep-20	GoP	10,000	10,000		20 at 350/pax for one day plus tarpaulin	



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5020201002	Catering Service for the Conduct of the RHRMPSB Meetings	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	63,000	63,000		15pax at 350/day, monthly
5020201002	Board and Lodging for Learning and Development Seminars	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-Oct20	Jan-Oct20	GoP	456,000	456,000		80 pax at 1,900/day for 3 days
5020201002	Catering Services and Kits and Supplies for PRAISE Activity	STOD	NP-53.9 - Small Value Procurement	Dec-20	N/A	Dec-20	Dec-20	GoP	22,800	22,800		5% of the HRD budget for the year
5020201002	Catering Services for the Semestral D/PCR Planning and Preparation	STOD	NP-53.9 - Small Value Procurement	Jan & Jul20	N/A	Jan & Jul20	Jan & Jul20	GoP	35,000	35,000		50 at 350/pax for one day, semstral
5020201002	Catering Services for the Quarterly Coaching and Monitoring of Performance	STOD	NP-53.9 - Small Value Procurement	Qtrly	N/A	Qtrly	Qtrly	GoP	70,000	70,000		50 at 350/pax for one day, qtrly
5020201002	Catering Services for the Semestral D/PCR Evaluation	STOD	NP-53.9 - Small Value Procurement	Jan&Jul20	N/A	Jan&Jul20	Jan&Jul20	GoP	35,000	35,000		50 at 350/pax for one day, semstral
5020201002	Catering Service for the PMT Meetings	STOD	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	GoP	35,000	35,000		25 pax at 350/day; quarterly
5020201002	Catering Service for the Semestral STOD Action Planning Activity	STOD	NP-53.9 - Small Value Procurement	Jan&Jul20	N/A	Jan&Jul20	Jan&Jul20	GoP	21,000	21,000		30 pax at 350/day; semestral
5020201002	Board and Lodging for the Regular conduct of Regional Planning and Assessment Sessions (performance review)	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Qtrly	Qtrly	GoP	1,064,000	1,064,000		Total pax for a 4-prov region is 70. Breakdown is as follows: Pax per province is composed of : PARO II, PARO I, PARAD, & Provincial CARPOs (Legal, PPBDD, Operations, Budget Officer, Planning Officer II, and 1 driver. DARRO pax is composed of : RD, 2 ARDs, RARAD, RCAO, Chief Legal, CARPO Operations, CARPO RPBD and 3 technical staff. DARRO pax is composed of 3 reps from the sector (LTS, ALS and RPBD). Php1,900/day
5020201002	Board and lodging for the Conduct of Regional Level Indicative/ Operations Planning Workshop	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Feb&Jul20	Feb&Jul20	GoP	231,800	231,800		61 pax at 1,900/day, semestral
5020201002	Preparation and publication of popularized information and communication materials on CARP status for dissemination to the stakeholders	STOD	NP-53.9 - Small Value Procurement	Jun-20	N/A	Jun-20	Jun-20	GoP	100,000	100,000		
5020201002	Catering Services for the Conduct of Regional Year-End Exit Conference	STOD	NP-53.9 - Small Value Procurement	Jan-20	N/A	Jan-20	Jan-20	GoP	95,000	95,000		Participants are the Provincial CAOs, Accountants, Budget Officers, Cashiers Office, Supply officers, PARPO II, RD, ARDs, RCAO, Regional Accountant, Budget Officer, COA reps, plus staff, 45pax at 1800/day; annual
5020201002	Board and Lodging s for Regional Conference on Admin. and Finance Matters	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Qtrly	Qtrly	GoP	372,000	372,000		Participants are the CAOs, Accountants, Budget Officers, Planning Officers and staff at 1800/day for two days; qtrly
5020201002	Catering Services for Quarterly Exit Conference	STOD	NP-53.9 - Small Value Procurement	Qtrly	N/A	Qtrly	Qtrly	GoP	129,600	129,600		RCAO, Accountant, Budget Officer, Cashier, Supply Officer, RD, ARDs, 3 CARPOs, COA, staff; 18pax at 1,800/day; quarterly
<b>Utility Expenses</b>												
5020401000	Water	STO	Direct Contracting	N/A	N/A	Jan-20	Jan-20	GoP	120,000	120,000		DARRO-wide water consumption
5020402000	Electricity	STO	Direct Contracting	N/A	N/A	Jan-20	Jan-20	GoP	1,108,000	1,108,000		DARRO-wide electric consumption



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Communication Expenses													
5020501000	Postage and Courier Services	STO	Direct Contracting	N/A	N/A	Jan-20	Jan-20	GoP	141,000	141,000		DARRO-wide consumption	
5020502001	Mobile Telephone	STO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	100,000	100,000		DARRO-wide consumption	
5020502002	Landline Telephone	STO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	1,088,000	1,088,000		DARRO-wide consumption	
5020503000	Internet Subscription	STO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	23,000	23,000		DARRO-wide consumption	
General Services													
5021203000	Security Services for Koronadal City Office	STO	Competitive Bidding	Nov-19	Nov-19	Jan-20	Jan-20	GoP	627,587	950,000		DARRO-wide consumption	
5021203000	Security Services for Cotabato City Office	STO	NP-53.9 - Small Value Procurement	Nov-19	N/A	Jan-20	Jan-20	GoP	163,368			DARRO-wide consumption	
Repairs and Maintenance													
5021306001	Motor Vehicles	STO	NP-53.9 - Small Value Procurement	Qtrly	N/A	Qtrly	Qtrly	GoP	665,000	665,000			
Advertising Expenses													
5029901000	Radio Programs	STO	Direct Contracting	N/A	N/A	Qtrly	Qtrly	GoP	145,000	145,000			
Printing & Publication Expenses													
5029902000	Tarpaulins	STO	NP-53.9 - Small Value Procurement	Jan-Dec20	N/A	Jan-Dec20	Jan-Dec20	GoP	100,000	100,000			
III. OPERATIONS													
O.O. 1 - Land Tenure Security Program													
5. Supervision and Management of Processes Relative to Land Tenure Security													
Training and Scholarship Expenses													
5020201002	Finalization of targeted landholdings for 2020	LTS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-20	Jan-20	GoP	72,000	72,000		Catering and lodging (40 pax for 2 days)	
5020201002	Conduct of Synchronize Action Planning w/ the RDO, LBP and DENR	LTS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	144,000	144,000		Catering and lodging (40 pax for 2 days)	
5020201002	Conduct of 2020 semestral LAD Regional Assessment	LTS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	288,000	288,000		Catering and lodging (40 pax for 2 days)	
5020201002	Conduct of semestral consultative meeting with line agencies	LTS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	288,000	288,000		Catering and lodging (40 pax for 2 days)	
5020201002	Strategies setting and monitoring of CFs movements at MARPO Level	LTS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Every 2 mos	Every 2 mos	GoP	506,260	506,260		Catering and lodging (40 pax for 2 days)	
5020201002	DARRO-LTS intra-division Meetings	LTS	NP-53.9 - Small Value Procurement	Jan-Dec20	N/A	Jan-Dec20	Jan-Dec20	GoP	75,600	75,600		OPCR/IPCR Feedbacking, Coaching and Mentoring (Catering for 18 pax for 2 days). Quarerly LTS Meeting ( Catering for 18 pax for 2 days)	
5020201002	Inventory of Surveys and data reconciliation	LTS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-20	Jan-20	GoP	75,000	75,000		Catering and lodging of 15 pax for 2 days	
5020201002	Follow-through meetings with LBP on MOV and COD Issuances	LTS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	10,000	10,000		Catering and lodging of 12 pax for 2 days	
O.O. 2. Agrarian Justice Delivery Program													
1. Supervision and Management for Effective Delivery of legal Services and Adjudication of Agrarian Cases													



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I. Adjudication of Agrarian Reform Cases												
Trainings/Workshops/Seminars/Meetings/Conferences												
5020201002	Board and Lodging for the Legal Division Region-wide Action and Strategic Planning Activity	ALS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Fe20	Feb-20	GoP	100,000	100,000		
5020201002	Board and lodging for the Conduct of Workshops/Cascading of new DAR Issuances/Team Building	DARAB	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Fe20	Feb-20	GoP	100,000	100,000		
I. Resolution of Agrarian Law/Implementation Cases												
Trainings/Workshops/Seminars/Meetings/Conferences												
5020201002	DARAB Quarterly Assessment and Planning	DARAB	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Qtrly	Qtrly	GoP	100,000	100,000		
I. Resolution of Agrarian Law/Implementation Cases												
Trainings/Workshops/Seminars/Meetings/Conferences												
5020201002	Catering Services for the DAR XII Legal Division Semestral Review & Evaluation of OPC and IPCs	ALS	NP-53.9 - Small Value Procurement	Semestral	N/A	Semestral	Semestral	GoP	7,000	7,000		10 pax at 350/day for 1 day
5020201002	Catering Services for the Quarterly Coaching and Monitoring of Performance	ALS	NP-53.9 - Small Value Procurement	Qtrly	N/A	Qtrly	Qtrly	GoP	12,000	14,000		10 pax at 350/day for two days
5020201002	Board and Lodging, and Honorarium for the Legal Writing Workshop	ALS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May-20	May-20	GoP	20,800	20,800		10 pax at 1800/day for 1 day; Honorarium at 2,800
5020201002	Catering Services for Consultative and Coordinative Meetings for Special and QRO Cases	ALS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Qtrly	Qtrly	GoP	19,200	19,200		6 pax at 800/day for 1 day
5020201002	Catering Service for DARRO Level Monthly Case Conferences	ALS	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	42,000	42,000		10 pax at 350/day for 1 day
5020201002	Catering Service for DARRO 12 Semestral Records Inventory and Management Activities	ALS	NP-53.9 - Small Value Procurement	Semestral	N/A	Semestral	Semestral	GoP	14,000	14,000		10 pax at 350/day for 2 days, semestral
5020201002	Catering Services for 2020 GAD Projects	ALS	NP-53.9 - Small Value Procurement	Jun-20	N/A	Jun-20	Jun-20	GoP	9,550	9,550		
D.O. 3. ARBDSP												
I. Supervision and management for effective delivery of support services												
Trainings/Workshops/Seminars/Meetings/Conferences												
5020201002	Reorientation cum Action Planning on Sustainability Monitoring & Evaluation (SME) of Locally/Foreign-funded Infra Projects	ARBDSP	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-20	Jan-20	GoP	38,000	38,000		1,800/day/pax (accommodation, meals, &snacks)
5020201002	DAR-DTI-DOST Assessment & Synchronized Planning	ARBDSP	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Mar-20	Mar-20	GoP	36,000	36,000		1,800/day/pax (accommodation, meals, &snacks)
5020201002	Task Force Gatas Quarterly Meeting	ARBDSP	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jun-20	Jun-20	GoP	9,000	9,000		300/day/pax (meal&snacks)
5020201002	ARBDSP Regional Assessment cum Catch-up Planning	ARBDSP	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jul-20	Jul-20	GoP	72,000	72,000		1,800/day/pax (accommodation, meals, &snacks)
5020201002	Regional ARC Task Force Deliberation	ARBDSP	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Aug-20	Aug-20	GoP	34,000	34,000		1,800/day/pax (accommodation, meals, &snacks)
5020201002	RCI-SRD 2nd Semester Meeting	ARBDSP	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Nov-20	Nov-20	GoP	9,000	9,000		300/day/pax (meal&snacks)

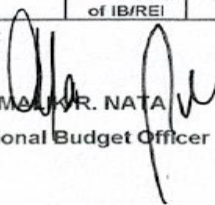


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Prepared by:

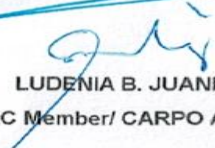
  
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Reviewed and Noted by:

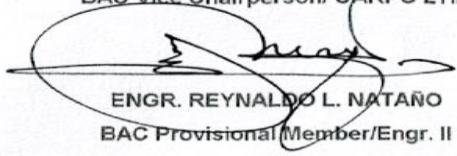
  
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