

DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE XII
Annual Procurement Plan per GAA 2021

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief Description of Program/Activity/Project)
					Advertisement/Posting of	Submission/Opening of Bids	Notice of Award	Contract of Signing		Total	MOOE	CO	
GENERAL MANAGEMENT AND SUPERVISION													
SUPPORT TO OPERATIONS DIVISION													
MEETINGS/ASSESSMENTS/CONFERENCES													
5020201002	Attendance to the National Formative Assessment	STOD	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	64,680.00			
5020201002	Conduct of BED Preparation	STOD	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	166,080.00			
5020201002	DARRO XII 2021 1st Semester Planning, Budget and Procurement Conference	STOD	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	6,900.00			
5020201002	HRMPSB Meetings	STOD	NO	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	25,920.00			
5020201002	DARRO XII 2021 2nd Semester Planning, Budget and Procurement Conference cum Catch-Up Planning	STOD	NO	NP-53.9 - Small Value Procurement	July	N/A	July	July	GoP	9,200.00			
5020201002	Regional Quarterly Assessment Conference	STOD	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	27,600.00			
5020201002	Weekly QMST/Expanded QMST Meeting	STOD	NO	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	187,200.00			
5020201002	Weekly BAC Meeting	STOD	NO	NP-53.9 - Small Value Procurement	Weekly	N/A	Weekly	Weekly	GoP	86,400.00			
5020201002	ExeCom/Expanded ExeCom Meeting	STOD	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	90,160.00			
5020201002	Attendance to Regional 2020 Summative Assessment	STOD	NO	NP-53.9 - Small Value Procurement	Semi Annual	N/A	Semi Annual	Semi Annual	GoP	64,680.00			
5020201002	2020 Year-End Assessment	STOD	NO	NP-53.9 - Small Value Procurement	Dec	N/A	Dec	Dec	GoP	6,000.00			
5020201002	Conduct of 2021 Internal Quality Audit	STOD	NO	NP-53.9 - Small Value Procurement	Mar	N/A	Mar	Mar	GoP	16,900.00			
5020201002	Conduct of Pre-Management Review Meeting	STOD	NO	NP-53.9 - Small Value Procurement	Semi Annual	N/A	Semi Annual	Semi Annual	GoP	12,350.00			
5020201002	Conduct of Management Review Meeting Proper	STOD	NO	NP-53.9 - Small Value Procurement		N/A			GoP	35,100.00			
5020201002	Conduct of Surveillance Audit- Stage 1	STOD	NO	NP-53.9 - Small Value Procurement	Nov	N/A	Nov	Nov	GoP	9,750.00			
5020201002	Conduct of Surveillance Audit Stage 2	STOD	NO	NP-53.9 - Small Value Procurement	Nov	N/A	Nov	Nov	GoP	59,750.00			
5020201002	Presentation of Rated D/IPCRs to the PMT (in this case, 2nd Sem of 2020) and Review and Approval by the PMT of the Rated D/IPCRs (in this case, 2nd Sem	STOD	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	6,000.00			
5020201002	Finalization of Approved D/IPCR Ratings (in this case, 2nd Sem of 2020)	STOD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	1,080.00			
5020201002	Office Performance Ranking and Recommendation for performance recognition	STOD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	2,400.00			
5020201002	Levelling Off on the interpretation and application of GMC No. 1, s 2019 and MC No. 10, s 2019	STOD	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	6,900.00			
5020201002	STOD Conduct of Monitoring and Coaching	STOD	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	15,840.00			
5020201002	Conduct of PhilGEPS Posting Workshop (DARRO XII only)	STOD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	2,700.00			
5020201002	e-NGAS/e-Budget Activities	STOD	NO	NP-53.10 Lease of Real Property and Venue	May/Sept	N/A	May/Sept	May/Sept	GoP	129,360.00			
5020201002	Conduct of 2020 Exit Conference (DARRO XII)	STOD	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	5,200.00			
5020201002	Conduct of 2020 Exit Conference (Regionwide)	STOD	NO	NP-53.10 Lease of Real Property and Venue	April	N/A	April	April	GoP	119,560.00			
5020201002	Closing of Books	STOD	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	80,360.00			
5020201002	PPE Inventory-related Activities	STOD	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	5,280.00			
5020201002	Seminar-Workshop on the Preparation and Submission of APP-CSE and APP Non-CSE	STOD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	2,700.00			
5020201002	Pre-Procurement Conference	STOD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	1,200.00			

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					Advertisement/Posting of	Submission/Opening of Bids	Notice of Award	Contract of Signing		Total	MOOE	CO	
5020201002	Pre-Bid Conference	STOD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	1,920.00			
5020201002	Opening and Evaluation of Bids	STOD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	1,920.00			
	GAD-Related Activities		NO										
5020201002	Women Participation in Decision-Making, Project Identification & Equal Opportunity for All	STOD	NO	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	250,000.00			
5020201002	Observance on Women Rights	STOD	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	250,000.00			
5020201002	Training of HR Personnel on Gender Resposiveness	STOD	NO	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	33,700.00			
LEARNING AND DEVELOPMENT													
5020201002	Re-Orientation Workshop for ODTs	STOD	NO	NP-53.10 Lease of Real Property and Venue	April	N/A	April	April	GoP	5,200.00			
5020201002	Statistical Data Management & Analysis Using MS Excel	STOD	NO	NP-53.10 Lease of Real Property and Venue	June	N/A	June	June	GoP	28,000.00			
5020201002	Effective Presentation of Statistical Reports	STOD	NO	NP-53.10 Lease of Real Property and Venue	June	N/A	June	June	GoP	4,000.00			
5020201002	News and Feature Writing	STOD	NO	NP-53.10 Lease of Real Property and Venue	March	N/A	March	March	GoP	8,000.00			
5020201002	Pre-retirement Innovations and Options for Results (PRIOR)	STOD	NO	NP-53.10 Lease of Real Property and Venue	August	N/A	August	August	GoP	4,000.00			
5020201002	Leave Administration Course for Effectiveness (LACE)	STOD	NO	NP-53.10 Lease of Real Property and Venue	July	N/A	July	July	GoP	4,000.00			
5020201002	Customized Refresher-Workshop on Basic Computer Skills/Microsoft	STOD	NO	NP-53.10 Lease of Real Property and Venue	June	N/A	June	June	GoP	11,000.00			
5020201002	Enhancement Program for Administrative Support Staff (EPASS for Drivers)	STOD	NO	NP-53.10 Lease of Real Property and Venue	August	N/A	August	August	GoP	16,000.00			
5020201002	Customized Re-Orientation on RA 9184	STOD	NO	NP-53.10 Lease of Real Property and Venue	April	N/A	April	April	GoP	30,000.00			
5020201002	Seminar on the Use of Government Accounting Manual	STOD	NO	NP-53.10 Lease of Real Property and Venue	August	N/A	August	August	GoP	80,000.00			
5020201002	Training for Trainors	STOD	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	32,000.00			
5020201002	Government Property and Supply Management Seminar	STOD	NO	NP-53.10 Lease of Real Property and Venue	October	N/A	October	October	GoP	48,000.00			
5020201002	Stress Management Seminar	STOD	NO	NP-53.10 Lease of Real Property and Venue	September	N/A	September	September	GoP	60,050.00			
5020201002	DARRO XII ISO QMS Sustainability Activity	STOD	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	4,000.00			
	Sectoral DARRO XII ISO QMS Re-Orientation		NO										
5020201002	STOD	STOD	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	6,000.00			
5020201002	LTID	STOD	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	2,160.00			
5020201002	DARAB/Legal	STOD	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	1,560.00			
5020201002	PBDD	STOD	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	1,560.00			
FUEL, OIL AND LUBRICANTS													
5020309000	Fuel Oil & Lubricant Expenses	STOD	NO	NP-53.9 - Small Value Procurement	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	1,561,000.00			
Supplies and Material Expenses													
5020301002	Office Supplies Expenses (Available in DBM)	STOD	NO	NP-53.5 Agency-to-Agency	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	2,195,027.00			
	Office Supplies Expenses (Not Available in DBM)	STOD	NO	AMP	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	412,525.00			
Utility Expenses													
5020401000	Water	STOD	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	12,000.00			
5020401000	Electricity	STOD	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	1,000,000.00			
Communcation Expenses													
5020501000	Postage and Courier Services	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	104,000.00			DARRO-wide Consumption
5020502000	Mobile Telephone	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	100,000.00			DARRO-wide Consumption

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					Advertisement/Posting of	Submission/Opening of Bids	Notice of Award	Contract of Signing		Total	MOOE	CO	
5020502000	Landline Telephone	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	1,088,000.00			DARRO-wide Consumption
General Services													
5021203000	Security Services	STOD	NO	Competitive Bidding	N/A	N/A	Monthly	Monthly	GoP	1,281,000.00			DARRO-wide Consumption
Repair and Maintenance													
5021306001	Building	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	1,950,000.00			
5021306001	Moter Vehicles	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	665,000.00			
Advertising Expenses/Printing and Publication Expenses													
5029901000	Advertising	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	145,000.00			
5029901000	Publication	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	100,000.00			
III. OPERATIONS													
0.0.1 Land Tenure Security Program													
1. Supervision and Management of Process Relative to Land Tenure Security													
MEETINGS/ASSESSMENTS AND CONFERENCES													
5020201002	Monthly Meetings and Assessments Adherence to CIVIS Activities	LTS	NO	NP-53.10 Lease of Real Property and Venue	Monthly/QTRLY/Se	N/A	Monthly/QR	Monthly/QR	GoP	28,800.00			
5020201002	Planning & target setting cum Records Mgmt., SS Orientation and Inventory of Records	LTS	NO	NP-53.10 Lease of Real Property and Venue	Semestral	N/A	Semestral	Semestral	GoP	26,600.00			
5020201002	Joint DAR-EDP-DENR-LRA Synchronized Action Planning	LTS	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	71,400.00			
5020201002	PSW Meetings/Leveling Off with CIAs	LTS	NO	NP-53.10 Lease of Real Property and Venue	As the need	N/A	As the need arises	As the need arises	GoP	76,000.00			
5020201002	LTS Quarterly Assessment cum Problem Solving Workshop	LTS	NO	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	211,600.00			
5020201002	Regional Data Reconciliation/Validation on Survey IVAS Report	LTS	NO	NP-53.10 Lease of Real Property and Venue	April	N/A	April	April	GoP	64,100.00			
5020201002	RLBET Deliberation	LTS	NO	NP-53.10 Lease of Real Property and Venue	Twice/Qtr	N/A	Twice/Qtr	Twice/Qtr	GoP	24,000.00			
5020201002	Database UPDATING	LTS	NO	NP-53.10 Lease of Real Property and Venue	April	N/A	April	April	GoP	58,700.00			
5020201002	LTI-PBD-LEGAL Integration	LTS	NO	NP-53.10 Lease of Real Property and Venue	July	N/A	July	July	GoP	10,800.00			
Supplies and Material Expenses													
5020301002	Office Supplies and Equipment Expenses	LTS	NO	NP-53.5 Agency to Agency	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	800,000.00			
0.0.2 Agrarian Justice Delivery Program													
1. Supervision and Management for Effective Delivery of Legal Services and Adjudication of Agrarian Justice													
Training and Scholarship Expenses													
5020201002	Fast Tracking of Pending Cases	ALS	NO	NP-53.10 Lease of Real Property and Venue	Jan-Mar	N/A	Jan-Mar	Jan-Mar	GoP	296,400.00			
5020201002	Region-Wide Catch Up Planning Conference	ALS	NO	NP-53.10 Lease of Real Property and Venue	July	N/A	July	July	GoP	152,000.00			
5020201002	Synchronization/Levelling Off with DARAB	ALS	NO	NP-53.10 Lease of Real Property and Venue	Jan	N/A	Jan	Jan	GoP	22,800.00			
5020201002	Monthly Case Conference/Legal Internal Management Meetings	ALS	NO	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	48,000.00			
Supplies and Material Expenses													
5020301002	Common-use supplies and equipments	ALS	NO	NP-53.5 Agency to Agency	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	219,000.00			
DARAB													
Trainings/Workshops/Seminars/Meetings/Conferences													
5020201002	Regular Case	DARAB	NO	NP-53.10 Lease of Real Property and Venue	Aug/Oct	N/A	Aug/Oct	Aug/Oct	GoP	60,000.00			
5020201002	Just Compensation	DARAB	NO	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	10,000.00			
5020201002	Conduct of ADR/Mediation	DARAB	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	11,000.00			
5020201002	Post Judgement	DARAB	NO	NP-53.10 Lease of Real Property and Venue	Sep	N/A	sep	sep	GoP	5,000.00			

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5020201002	Execution/Implementation	DARAB	NO	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	14,000.00			
5020201002	Conduct of Workshop/Cascading of new DAR Issuances/Team Building	DARAB	NO	NP-53.10 Lease of Real Property and Venue	March	N/A	March	March	GoP	50,000.00			
5020201002	Conduct Quarterly Assessment and Strategic Planning	DARAB	NO	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	124,000.00			
5020201002	Attendance to Professional Enhancement Seminars/Training/MCLE	DARAB	NO	NP-53.10 Lease of Real Property and Venue	Sep	N/A	Sep	Sep	GoP	20,000.00			
Supplies and Material Expenses													
5020301002	Office supplies and equipments	DARAB	NO	NP-53.5 Agency to Agency	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	69,000.00			
0.0.3 ARBDSP													
1. Supervision and Management for effective delivery of Support Services													
Training and Scholarship Expenses													
5020201002	Regional ARBDSP Semestral Assessment	ARBDSP	NO	NP-53.10 Lease of Real Property and Venue	Semestral	N/A	Semestral	Semestral	GoP	30,000.00			
5020201002	DAR-DTI Assessment & Synchronized Planning	ARBDSP	NO	NP-53.10 Lease of Real Property and Venue	Feb-20	N/A	Feb-20	Feb-20	GoP	10,000.00			
5020201002	LinkSFarMM MELA Assessment	ARBDSP	NO	NP-53.10 Lease of Real Property and Venue	May-20	N/A	May-20	May-20	GoP	8,000.00			
5020201002	ARB-AIP Assessment with PCIC	ARBDSP	NO	NP-53.10 Lease of Real Property and Venue	Jun-20	N/A	Jun-20	Jun-20	GoP	10,000.00			
5020201002	ARB Organizing Assessment	ARBDSP	NO	NP-53.10 Lease of Real Property and Venue	Apr/Oct	N/A	Apr/Oct	Apr/Oct	GoP	16,000.00			
5020201002	Regional ARC Task Force Deliberation	ARBDSP	NO	NP-53.10 Lease of Real Property and Venue	Aug	N/A	Aug	Aug	GoP	5,000.00			
5020201002	ISO ARBDSP Quarterly Meeting	ARBDSP	NO	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	8,000.00			
5020201002	LPMC Meeting	ARBDSP	NO	NP-53.10 Lease of Real Property and Venue	March	N/A	March	March	GoP	10,000.00			
5020201002	IARCDSP Assessment	ARBDSP	NO	NP-53.10 Lease of Real Property and Venue	November	N/A	November	November	GoP	39,000.00			
Supplies and Material Expenses													
5020301002	Office Supplies and Equipment Expenses	ARBDSP	NO	NP-53.5 Agency to Agency	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	250,000.00			

Prepared by:

(SGD)
ENGR. ABEGAIL F. ORLANDA
 BAC SECRETARIAT

Noted by:

(SGD)
SARA JANE S. SINSUAT, MPA, J.D.
 BAC Chairperson

Reviewed By:

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H. ROLDAN A. ALI, MPS-DM, AL-HAJJ
 ARD for STO and ARBDSP

(SGD)
ATTY. NOLI L. LECHONSITO
 BAC Vice-Chairperson

ENGR. MARY JANE A. AGUILAR
 BAC Member

(SGD)
ENGR. REYNALDO G. NATAÑO
 Alternate BAC Member

Approved By:

(SGD)
ENGR. MARION Y. ABELLA, CESO V
 Regional Director