DEPARTMENT OF AGRARIAN REFORM

Cordillera Administrative Region Bokawkan Road, Baguio City

ANNUAL PROCUREMENT PLAN -NON CSE FOR 2021

END-USER/UNIT: DAR CAR REGIONAL OFFICE

CODE		Estimated					SCH	EDULE/MILEST	ONE OF ACTIVIT	TES				
CODE		Budget	Jan.	Feb.	Mar.	Apr.	Мау	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
5020102000	Accountable Forms	2,000							2,000					
3020102000	Fuel, Oil and Lubricants Expenses	480,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
	Other Supplies Expenses	48,000		48,000										
	Water Expense	24,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
	Electricity expense	330,000	25,000	32,500	25,000	25,000	32,500	25,000	25,000	32,500	25,000	25,000	32,500	25,000
	Postage and Deliveries	24,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,00
	Telephone expense - Mobile	216,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
	Telephone - Landline	16,000	1,334	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,334	1,334
	Internet Expense	236,000	19,667	19,667	19,667	19,667	19,667	19,667	19,667	19,667	19,667	19,667	19,667	19,667
	Cable, Satellite, Telegraph	17,000	1,417	1,416	1,417	1,416	1,416	1,417	1,417	1,416	1,417	1,417	1,417	1,41
	Extraordinary and Miscellaneous Expenses	136,000	11,335	11,335	11,335	11,335	11,330	11,335	11,330	11,335	11,330	11,330	11,335	11,335
	Auditing Expenses	40,000			40,000									
	Other Professional Services	1,681,000	140,083	140,083	140,083	140,083	140,083	140,083	140,083	140,083	140,083	140,083	140,083	140,083
	Janitorial Services	622,000	51,833	51,833	51,833	51,833	51,833	51,833	51,833	51,833	51,833	51,833	51,833	51,833
	Security Services	1,314,000	109,500	109,500	109,500	109,500	109,500	109,500	109,500	109,500	109,500	109,500	109,500	109,500
	Repair and Maintenance - ICT	10,000		2,500			2,500			2,500			2,500	
	Repair and Maintenance - Motor Vehicle	192,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
	Taxes, duties and licences	10,000			10,000									
	Fidelity Bond Premium	57,000			57,000									
	Insurance Expense	57,000			20,000					37,000				
	Printing and Publication Expenses	400,000	5,000	5,000	200,000	5,000	5,000	5,000	5,000	5,000	150,000	5,000	5,000	5,000
	Representation Expenses	649,000	54,000	54,000	54,000	54,000	54,000	54,000	54,000	54,000	54,000	54,000	54,000	55,000
	Rent Expense - Building and other structures	5,274,000	439,500	439,500	439,500	439,500	439,500	439,500	439,500	439,500	439,500	439,500	439,500	439,500
	Rent Expense -Motor Vehicle	40,000			20,000							20,000		







CODE		Estimated					SCH	IEDULE/MILES	TONE OF ACTIVIT	ries				
CODE		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	Subscription Expenses	24,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,00
	TOTAL	11,899,000	938,669	996,667	1,280,668	938,668	948,662	938,668	940,664	985,667	1,083,663	958,664	948,669	939,669
General	and Administrative Support Services													
	Human Resource Development													
	Conduct of seminar/s, Training on competency Enhancement, etc.													
2802450	a. Conduct of ICT (enhancement) Related Trainings	162,000					162,000							
	b. Conduct of Technical and Capability Trainings (ARBDSP, Amin. And other Technical trngs) Conduct of Gender Sensitive Leadership Trng	288,000					288,000							
	Conduct of Regional Conference on New Policies, Guidelines, Administrative and Financial Matters													
	a. Conduct of Regional Conference on New Policies, Guidelines, Administrative and Financial Matters/Womens Month Celebration	93,000			93,000									
	b. Carper Anniversary celebration/Regional Office	83,000								83,000				
	c. Sportsfest/Teambuilding	144,000							144,000					
	d. ISO Assessment and Planning	88,000		88,000										
	e. ISO/QMS and 5S Day	200,000			50,000		50,000		50,000		50,000			
	f. SPMS Meeting	144,000	72,000						72,000					
	Conduct of Assessment for STO Division	-												
	STOD Assessment (Regional staff)	180,000				90,000							90,000	
	Regional STOD Assessment	378,000	378,000											
	Conduct of Semestral eNGAS & eBUDGET Workshop/BTMS	378,000	189,000						189,000					
	Updating on the preparation of PPMP/APP for CY 2021 (Regional Office)	54,000			27,000							27,000		
	Workshop on the updating of PPMP/APP for CY2022 (Regional Office)	108,000				54,000							54,000	
	Workshop on the updating of PPMP/APP for CY 2021 (Regionwide)	135,000			67,500					67,500				8
	Conduct of Quarterly Workshop on Cordillera Agrarian Voice	375,000						187,500						187,50
	Trainings on Info Related Matters	378,000				189,000						189,000		
	C onduct of Philgeps Training - Semestral	90,000											90,000	
	Conduct of GAD Plan for CY 2022 (Regional Office)	72,000		72,000										
	Conduct of GAD Assessment	72,000				24,000		-	24,000		C	24,000		

J. &

} ______

CODE		Estimated					SCI	HEDULE/MILES	TONE OF ACTIVIT	TIES				
JODE		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	SUB - TOTAL	3,422,000	639,000	160,000	237,500	357,000	500,000	187,500	479,000	150,500	50,000	240,000	234,000	187,50
	Planning and Monitoring													
	Regional conduct of Regional planning and Assessment Sessions & Performance review	864,000	216,000			216,000			216,000			216,000		
	Conduct of Regional Level indicative/Operations Planning Workshop cum presentations to PARCCOM	90,000	-			90,000		e						
	Conduct of Regional Level preparration of Budget Execution Documents (2021)	243,000									243,000			
	Compliance to GPPB Requirements	126,000							126,000					
	LTSP,PBD, M&E and AJDP Data Preparation cum encoding in MS Office 365	270,000	67,500	- /	67,500			67,500			67,500			
	Conduct of EPIS/CLOAIS	135,000		135,000										
	Conduct of ITEMA Assessment for ARBOs and PBD Staff	70,000		70,000					2					
	Conduct of Execom meetings	112,000	28,000			28,000				28,000			28,000	
	PARCCOM SUMMIT	90,000				90,000								
	SUB TOTAL	2,000,000	311,500	205,000	67,500	424,000	-	67,500	342,000	28,000	310,500	216,000	28,000	-
	Conduct of Conference and Meeting for STOD Division	-												
	a. Mancom Meeting	72,000	12,000		12,000		12,000		12,000	. 2	12,000		12,000	
	b. FDU Meeting	120,000	20,000		20,000		20,000		20,000		20,000		20,000	
	c. STOD Sector Meeting	120,000	20,000		20,000		20,000		20,000		20,000		20,000	
	d. Audit Exit Conference	12,000			12,000									
	e. BAC/TWG Meeting/procurement	40,000		6,500		6,500		6,500		6,500		6,500		7,50
	f. Record Management Information Committee Conference	48,000	12,000			12,000				12,000			12,000	
	g. HRD Meetings (Trng & Personnel Matters and Deliberation)	76,800	19,200			19,200			19,200			3	19,200	
	h. Conduct of performance Evaluation Sessions	80,000	40,000						40,000					
	i. Conduct of STOD Related Meetings with other sectors	80,000			40,000					40,000				
	SUB TOTAL	648,800	123,200	6,500	104,000	37,700	52,000	6,500	111,200	58,500	52,000	6,500	83,200	7,50
	Total Training	6,070,800												
	ravelling expense	1,897,000												
	TOTAL	19,866,800	1,791,669	1,849,667	2,133,668	1,791,668	1,801,662	1,791,668	1,793,664	1,838,667	1,936,663	1,811,664	1,801,669	1,792,66
	Land Tenure Sustainability Program	853												
	TRAINING/CONFERENCES/WORKSHOPS		-	-	15,400	137,000	-	15,400	-	-	15,400	-	-	15,40
	A. CONDUCTED													

W... &

De -en

CODE		Estimated Budget					SCH	EDULE/MILEST	ONE OF ACTIVIT	ries				
CODE		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	DAR-DENR-LBP-ROD Problems solving workshop	137,000				137,000								
	TRAVELLING EXPENSES													
	Conduct of field visit to monitor targets for 2020/provision of technical assistance	54,400			15,400			15,400			15,400			15,400
	Facilitate signing & sealing of CLOAs	39,600	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
	TOTAL LTS	231,000	3,300	3,300	18,700	140,300	3,300	18,700	3,300	3,300	18,700	3,300	3,300	18,700
	AGRARIAN LEGAL SERVICE													
	A. Travelling Expenses	300,000	10,000	10,000	20,000	10,000	10,000	25,000	10,000	10,000	25,000	10,000	210,000	
	Planning, Programming of Legal Information													
	Resolution of ALI Cases													
	1. Resolution Cases	225,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	175,000	
	2. Attendance to seminars, Trainings,		-											
	assessments	75,000			10,000			15,000			15,000		35,000	
	B. Representation, Meeting & Training Expenses		-	-		-	-		-	-	-			
	Conducted		-					-	-	- 1				
	Planning, Programming of Legal Information												1 L	
	Joint AJD & LTS Assessment & Cascading of new Issuances	500,000					500,000							
	Resolution of Cases (Regular ALI)										23 1			
	Joint AJD & LTS Stress Management and Customer Care Training	545,000		545,000			**							
	2. Stress Management cum GAD	126,000										126,000		
	Conversion/Exemption (Special ALI)					_					3 6			× ''.
	1. Assessment/Updating of New													
	Issuances/Strategic Planning & PSW	90,000						45,000			45,000			
		1,261,000												
	Provision of ALA (Mediation)													
	Problem-solving sessions with DARPOs, LTI, ARBD and other							8	-					
Activities	agencies	360,000			120,000			120,000			120,000			
	Other ALA Related Activities			45,000							45,000			
	1.61													
	Strategic Planning/Fastracking & LCMS Data Cleansing	200,000	100,000										578 B. F. C.	100,000
	Sub total	560,000								25.				100
D. Oher S	Other Services													
	Postage and deliveries	75,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	10,000	10,000	10,000

Je ... Ja & -000 -

		Estimated Budget															
CODE			Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.			
	Internet Expense	60,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000			
	Sub total	135,000	+					-									
	TOTAL - LEGAL	2,256,000	120,000	610,000	150,000	20,000	520,000	200,000	20,000	20,000	245,000	151,000	225,000	115,000			
	TOTAL PLANT	and the second of the second o		-	•												
	DARAB																
	Planning, Programming of Legal Information													· · · · ·			
	Adjudication of AR Cases													Tografia.			
	1. Case Resolution																
	Supplies	90,000				90,000											
	Travelling	154,000		12,000	12,000	12,000	12,000	15,000	18,000	12,000	13,000	18,000	18,000	12,000			
	2. Mediation																
	Supplies	39,000									39,000						
	Mailings & Postage	5,000	1,000			1,000		1,000			1,000		1,000				
	3. Post Judgement																
	4. Execution/Implementation													N. Comments			
	Telephone/Internet wifi	56,400	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,70			
	Other Supplies	6,000							6,000								
	Supplies	55,600									55,600						
	Travelling	60,000			-	6,000	6,000	6,000		6,000		12,000	12,000	12,00			
	Ü																
	Sub-Total	466,000	5,700	16,700	16,700	113,700	22,700	26,700	28,700	22,700	113,300	34,700	35,700	28,70			
A.III.i	Non-Case Resolution																
Aimi	Conduct of RARAD Supervisory																
	Visit/Consultation		1														
A.III.j	Travelling Expenses	48,000			12,000		12,000			12,000		12,000					
,	Conduct Assessment, Strategic Planning and Catch-Up Planning/target setting workshops cum cascading of new policy issuances/guidelines, LCMS cleansing/updating and review of APEC/IPCR/OPCR & updating/cascading of new issuance												425.000				
		430,000	15,000		90000			95,000			95,000		135,000				
	Attendance to Professional Enhancement Seminar/Training	30,000		10000			10,000		4		10,000						
	Sub-Total	508,000	15000	10,000	102,000	-	22,000	95,000		12,000	105,000	12,000	135,000				
	TOTAL DARAB	974,000	20,700	26,700	118,700	113,700	44,700	121,700	28,700	34,700	218,300	46,700	170,700	28,700			

CODE		Estimated					SCHI	DULE/MILESTO	ONE OF ACTIVIT	TES				
CODE		Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	AGRARIAN REFORM BENEFICIARIES DEVELOPMENT AND SUSTAINABILITY PROGRAM													
	A. TRAININGS/CNFERENCES/WORKSHOPS/ASSESS MENTS/SCHOLARSHIP	893,000	10,000	334,000	10,000	10,000	82,000	64,000	10,000	10,000	64,000	144,000	91,000	64,0
	To be conducted 1.a. Conduct of Regional ARBDSP Program Review and M&E Planning Session/Workshop/Assessment	162,000						54,000			54,000			54,0
	1.b Conduct of DAR-DTI DOST Synchronization	243,000		243,000										
	1.c Conduct of DAR-DTI-DOST Regional Review and Planning Sessions/Assessment	134,000										134,000		
	1.d Conduct of Linksfarm Regional Planning Review Assessment	162,000		81,000									81,000	
	1.e Conduct of ARBDSP Regional Review and Planning Sessions/Workshops for PBD programs/projects (APCP/AIP/MICOOP & other credit programs CRFPSP/SARI/FBS/CPWASH/etc.)	72,000					72,000		40					
	1.f Conduct of meetings/consultation sessions with FOD staff, DARPOs, ARBs, CSO's,NGOs and Gos for partnership arrangement	120,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,0
	B. TRAVEL EXPENSES	188,000	5,400	5,400	22,800	14,800	10,800	12,000	19,800	19,800	26,400	18,000	10,800	12,0
	b.1 Linksfarm monitoring activities	48,000			12,000			12,000	1		12,000			12,0
	b.2 Provide Tachnical Assistance to DARPOs and monitor the conduct of ITEMA by ARBO (limited to technical staff only)	50,400							14,400	14,400	14,400	7,200		
	b. 3 Attendance to PBD Planning Workshop/Assessment Conference (Trainings/Seminars (i.e. PBD m7e, Creidt &MF, Geo Tag, CRFPSP, VLFED, ITEMA, Linksfarm, Major crop based, PAHP, SBP, NCI, CLAAP, Coop Strenghtening, NACTF, etc.)	32,400	5,400		5,400		5,400		5,400			5,400	5,400	
	b.4 Attendance to PBD Planning Workshop/Assessment Conference (inter-island)	9,400			7	9,400							9.5 Ex. 199	

Ju Ja -eles

CODE		Estimated Budget	Schizbord interest of North Control of Schizbord of Schiz												
			Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	
	b.5 Cascading & Monitoring of Program Beneficiaries Dev't Programs (SIB, EDES & CRFPSP)	37,800		5,400	5,400	5,400	5,400			5,400		5,400	5,400		
	c. OTHER Services				-	-		-	-	· · · · · · · · ·		-	-	-	
	C.1 ICT Repair and Maintenance	10,000		10,000											
	TOTAL ARBDSP	1,081,000	15,400	349,400	32,800	24,800	92,800	76,000	29,800	29,800	90,400	162,000	101,800	76,000	

Prepared by:

EUGENIA B. DADDU BAC Member

JULIET C. NUMAPIS
BAC Member

Recommending Approval

JEPFERSON P. LASATEN BAC Member

ANGELA M. PANG-OT BAC Member

PERLAM. GARCA Vice-Chairperson

ATTY. CHRISTINA M. PUL-OC Chairperson Approved by:

Head of Procuring Entity

EUGENE P. FOLLANTE Regional Director