

**DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE XII**  
**Annual Procurement Plan 2023**

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief Description of Program/Activity/Project)
				Advertisement/Posting of IB/RFI	Submission/Opening of	Notice of Award	Contract of Signing		Total	MOOE	CO	
<b>GENERAL MANAGEMENT AND SUPERVISION</b>												
<b>SUPPORT TO OPERATIONS DIVISION</b>												
<b>MEETINGS/ASSESSMENTS/CONFERENCES</b>												
5020201002	CY 2022 Year End Summative Assessment	STOD	NP-53.10 Lease of Real Property and Venue	January	N/A	January	January	GoP	50,000.00			
5020201002	HRMPSB /BAC/PMT/PRAISE Meetings	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	50,000.00			
5020201002	DAR XII Planning Session and Firming Up of 2023 QMS Activities	STOD	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	100,000.00			
5020201002	Regional Quarterly Assessment Conference	STOD	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	180,000.00			
5020201002	DARRO XII QMS Activities (QMST/IQA/QIU Meetings)	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	86,000.00			
5020201002	Conduct of Management Review Meeting	STOD	NP-53.9 - Small Value Procurement	Semi Annual	N/A	Semi Annual	Semi Annual	GoP	50,000.00			
5020201002	Conduct of External Audit	STOD	NP-53.9 - Small Value Procurement	Nov	N/A	Nov	Nov	GoP	60,000.00			
5020201002	e-NGAS/e-Budget Activities	STOD	NP-53.10 Lease of Real Property and Venue	May/September	N/A	May/September	May/September	GoP	115,000.00			
5020201002	Conduct of 2020 Exit Conference (DARRO XII)	STOD	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	5,200.00			
5020201002	Closing of Books	STOD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	75,000.00			
5020201002	STOD QMS Activities	STOD	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	15,000.00			
5020201002	National Womens Month Celebration	STOD	NP-53.10 Lease of Real Property and Venue	March	N/A	March	March	GoP	75,000.00			
5020201003	Evaluation on the Effectiveness of Training Seminar	STOD	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	70,000.00			
5020201002	Re-orientation on DAR XII Customer Satisfaction Encoding and Preparation of CS Repor	STOD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	9,600.00			
5020201002	National Orientation on the Preparation of the FY 2023 Agency Indicative Plan and Budget Proposals	STOD	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	90000			
5020201002	National Online Encoding of FY 2023 Indicative Targets and Budget Proposals to the DBM's Online Submission of Budget Proposal System (OSBPS)	STOD	NP-53.10 Lease of Real Property and Venue	May/September	N/A	May/September	May/September	GoP	80000			
5020201002	Online Encoding of the BEDs in the DBM-Unified Reporting Systems (URS)	STOD	NP-53.10 Lease of Real Property and Venue	November	N/A	November	November	GoP	160000			
<b>Fuel, Oil and Lubricants Expenses</b>												
5020309000	Fuel Oil & Lubricant Expenses	STOD	Direct Retail Purchase	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	1,228,000.00			DARRO-wide Consumption
<b>Utility Expenses</b>												
5020401000	Water	STOD	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	120,000.00			DARRO-wide Consumption
5020401000	Electricity	STOD	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	1,200,000.00			DARRO-wide Consumption
<b>Communcation Expenses</b>												

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5020501000	Postage and Courier Services	STOD	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	104,000.00			DARRO-wide Consumption
5020502000	Mobile Telephone	STOD	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	1,412,000.00			DARRO-wide Consumption
5020502000	Landline	STOD	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	300,000.00			DARRO-wide Consumption
<b>General Services</b>												
5021202000	Janitorial Services	STOD	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	864,000.00			
5021203000	Security Services	STOD	Competitive Bidding	January	January	Jan-Dec	Jan-Dec	GoP	1,320,000.00			
<b>Repairs and Maintenance</b>												
50213040-01	Buildings and Other Structures	STOD	Direct Contracting	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	592,000.00			
50213060-01	Transportation Equipment	STOD	Direct Contracting	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	665,000.00			
<b>Other Maintenance and Operating Expenses</b>												
5029901000	Other Maintenance and Operating Expenses	STOD	Direct Contracting	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	145,000.00			
5029902000	Printing and Publication Expenses	STOD	Direct Contracting	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	100,000.00			
5029903000	Representation Expenses	STOD	Direct Contracting	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	1,000,000.00			
5029904000	Transportation and Delivery Expenses	STOD	Direct Contracting	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	GoP	200,000.00			
<b>III. OPERATIONS</b>												
<b>0.0.1 Land Tenure Security Program Training:969,000 Supplies : 600k Rep: 203k</b>												
1. Supervision and Management of Process Relative to Land Tenure Security												
<b>MEETINGS/ASSESSMENTS AND CONFERENCES</b>												
5020201002	Regional LTSP Summative Assessment for CY 2022	LTS	NP-53.9 - Small Value Procurement	January	N/A	January	January	Gop	24,000.00			
5020201002	SPMS Assessment, Planning and Target Setting for 1st Semester	LTS	NP-53.9 - Small Value Procurement	January	N/A	January	January	Gop	11,520.00			
5020201002	Review and Improvement of LTID Processes and Review of Context and Updating of Quality Objectives	LTS	NP-53.9 - Small Value Procurement	January	N/A	January	January	Gop	30,000.00			
5020201002	Quarterly Performance Individual Planning, Coaching and Mentoring	LTS	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	Gop	34,550.00			
5020201002	Re-Tooling on LDIS Review	LTS	NP-53.9 - Small Value Procurement	February	N/A	February	February	Gop	5,760.00			
5020201002	SPMS Assessment Planning and Target Setting for 2nd Semester	LTS	NP-53.9 - Small Value Procurement	July	N/A	July	July	Gop	11,520.00			
5020201002	Review and Updating of Quality Objectives	LTS	NP-53.9 - Small Value Procurement	July	N/A	July	July	Gop	5,760.00			
5020201002	Operational Year End Assessment	LTS	NP-53.9 - Small Value Procurement	December	N/A	December	December	Gop	30,000.00			
5020201002	IS, Records and Supplies Inventory	LTS	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	Gop	46,080.00			
5020201002	Bi-Monthly STO Review and Financial Report, Individual Workload Analysis and Monitoring status of QMS adherence	LTS	NP-53.9 - Small Value Procurement	Bi Monthly	N/A	Bi Monthly	Bi Monthly	Gop	34,560.00			
5020201002	Bi-Monthly Status Report and Analysis on LTSP MFOs	LTS	NP-53.9 - Small Value Procurement	Bi Monthly	N/A	Bi Monthly	Bi Monthly	Gop	28,800.00			
5020201002	Cascading of 2023 FOO Directives and new issuances	LTS	NP-53.9 - Small Value Procurement	February	N/A	February	February	Gop	5,760.00			
5020201002	User's Orientation on LTID Digital Database Monitoring system	LTS	NP-53.9 - Small Value Procurement	March	N/A	March	March	Gop	57,600.00			
5020201002	Quarterly Review on compliance to QMS and regulatory and statutory guidelines	LTS	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	Gop	17,280.00			
5020201002	User's Orientation on Web-Optool	LTS	NP-53.9 - Small Value Procurement	February	N/A	February	February	Gop	5,760.00			
5020201002	Joint DAR-LBP-DENR-LRA Synchronized Action Planning	LTS	NP-53.9 - Small Value Procurement	February	N/A	February	February	Gop	80,500.00			
5020201002	Quarterly PSW Meetings/ Leveling Off with DENR	LTS	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	Gop	28,800.00			

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5020201002	Quarterly PSW Meetings/ Leveling Off with LBP-AOC	LTS	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	Gop	28,800.00			
5020201002	DAR-LBP-AOC/ELCAC Consultative Meeting	LTS	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	Gop	28,800.00			
5020201002	Quarterly CF Review and LDIS PPU Levelling Off	LTS	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	Gop	38,400.00			
5020201002	Region initiated LTSP Quarterly Assessment cum Strategic Problem Solving Workshop/Catch Up Planning	LTS	NP-53.9 - Small Value Procurement	Semestral	N/A	Semestral	Semestral	Gop	200,000.00			
5020201002	Synchronization of Regional Data with DARPO Data Administrators	LTS	NP-53.9 - Small Value Procurement	March	N/A	March	March	Gop	60,800.00			
5020201002	Regional Data Reconciliation/Validation on Survey IVAS Report	LTS	NP-53.9 - Small Value Procurement	February	N/A	February	February	Gop	75,000.00			
5020201002	Enhancement training on AutoCAD and Google Earth Overlay	LTS	NP-53.9 - Small Value Procurement	May	N/A	May	May	Gop	9,600.00			
5020201002	Orientation on e-TD Preparation	LTS	NP-53.9 - Small Value Procurement	April	N/A	April	April	Gop	9,600.00			
5020201002	RLBET Deliberation	LTS	NP-53.9 - Small Value Procurement	Jan-Mar	N/A	Jan-Mar	Jan-Mar	Gop	11,520.00			
5020201002	OpTool Enhancement Program for MARPOs by Province	LTS	NP-53.9 - Small Value Procurement	May	N/A	May	June	Gop	48,000.00			
<b>0.0.2 Agrarian Justice Delivery Program</b>												
1. Supervision and Management for Effective Delivery of Legal Services and Adjudication of Agrarian Cases												
<b>Training and Scholarship Expenses</b>												
5020201002	DARRO LEGAL DIVISION PLANNING/SWOT 2023	ALS	NP-53.10 Lease of Real Property and Venue	January	N/A	January	January	GoP	120,000.00			
5020201002	CASCADING LATEST DAR ADMINISTRATIVE ORDERS AND PROCEDURES	ALS	NP-53.10 Lease of Real Property and Venue	March	N/A	March	March	GoP	110,000.00			
5020201002	INTERNAL CASCADING OF VARIOUS LEGAL SERVICES OFFERED BY THE DAR LEGAL DIVISION	ALS	NP-53.10 Lease of Real Property and Venue	March	N/A	March	March	GoP	100,000.00			
5020201002	1ST QUARTER ASSESSMENT/FAST TRACKING/LCMS CLEANING	ALS	NP-53.10 Lease of Real Property and Venue	April	N/A	April	April	GoP	70,000.00			
5020201002	BASIC MEDIATION SEMINAR WORKSHOP ON LEGAL WRITESHOP	ALS	NP-53.10 Lease of Real Property and Venue	May	N/A	May	May	GoP	140,000.00			
5020201002	MID YEAR ASSESSMENT/FAST TRACKING/LCMS CLEANING	ALS	NP-53.10 Lease of Real Property and Venue	July	N/A	July	July	GoP	80,000.00			
5020201002	YEAR-END ASSESSMENT AND MONITORING OF RESULTS	ALS	NP-53.10 Lease of Real Property and Venue	Decemebr	N/A	Decemebr	Decemebr	GoP	120,000.00			
5020201002	STRESS DEBRIEFING SEMINAR	ALS	NP-53.10 Lease of Real Property and Venue	July	N/A	July	July	GoP	120,000.00			
5020201002	BASIC COMPUTER SKILLS SEMINAR WORKSHOP	ALS	NP-53.10 Lease of Real Property and Venue	August	N/A	August	August	GoP	100,000.00			
5020201002	Massive Information Campaign for Land Conversion	ALS	NP-53.10 Lease of Real Property and Venue	September	N/A	September	September	GoP	100,000.00			
5020201002	Monthly Internal Meeting	ALS	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	240,000.00			
5020201002	Massive information Dissemination on various legal services (Case Folders Monitoring System on A.O. 8 S. 1995/A.O. 3 S. 2017)	ALS	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	123,000.00			
<b>DARAB</b>												
<b>Trainings/Workshops/Seminars/Meetings/Conferences</b>												
5020201002	DARAB XII Region-Wide Planning Activity cum DARAB XII Region-Wide ISO 9001:2015 QMS Review	DARAB	NP-53.10 Lease of Real Property and Venue	January	N/A	January	January	GoP	50,000.00			
5020201002	DARAB XII Region -Wide Quarterly Assessment	DARAB	NP-53.10 Lease of Real Property and Venue	March/June/Sept. Dec	N/A	March/June/Sept. Dec	March/June/Sept. Dec	GoP	92,000.00			
<b>0.0.3 ARBDSP</b>												
1. Supervision and Management for effective delivery of Support Services												
<b>Training and Scholarship Expenses</b>												
5020201002	LPMC Meeting	ARBDSP	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	11,250.00			
5020201002	Regional Review and Planning Session	ARBDSP	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	84,400.00			
5020201002	EPAHP Kamustahan/Assessment	ARBDSP	NP-53.9 - Small Value Procurement	May/Nov	N/A	May/Nov	May/Nov	GoP	18,000.00			
5020201002	Trade Fair	ARBDSP	NP-53.9 - Small Value Procurement	Quarterly	N/A	June	June	GoP	60,000.00			

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5020201002	ARBDSP Quarterly Meeting	ARBDSP	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	19,000.00			
5020201002	ARB/AIP Assessment	ARBDSP	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	45,000.00			
5020201002	Regional ARC Task Force Deliberation	ARBDSP	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	9,000.00			
5020201002	Reg'l Deliberation of Most Progressive ARCs & ARBOs	ARBDSP	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	9,000.00			
5020201002	EDES Assessment	ARBDSP	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	84,400.00			
5020201002	LinksfarMM MELA Assessment/Encoding Session	ARBDSP	NP-53.9 - Small Value Procurement	May/Nov	N/A	May/Nov	May/Nov	GoP	42,200.00			
5020201002	CRFPSP Assessment	ARBDSP	NP-53.9 - Small Value Procurement	Jan/Apr/Jul/Oct	N/A	Jan/Apr/Jul/Oct	Jan/Apr/Jul/Oct	GoP	45,000.00			
5020201002	DAR-SEC Assessment	ARBDSP	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	11,250.00			
5020201002	Technical Writing Workshop	ARBDSP	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	136,500.00			

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