

**Department of Agrarian Reform Albay Provincial Office Indicative Annual Procurement Plan for FY 2024**

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)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	
		GASS/STOD							Total GASS/STOD	9,754,000.00	
	Travelling Expenses	GASS									
	Travelling Expenses- Local	GASS	Reimbursement	N/A	N/A	N/A	N/A	GoP	264,000.00	264,000.00	
	Supplies and Materials Expenses	GASS									
	ICT Office Supplies Expenses	GASS	Shopping	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	GoP	50,000.00	50,000.00	
	Office Supplies Expenses	GASS	Shopping	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	GoP	50,000.00	50,000.00	
	Office Equipments	GASS	Shopping	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	GoP	75,000.00	75,000.00	
	ICT Equipments	GASS	Shopping	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	GoP	75,000.00	75,000.00	
	Accountable Forms Expenses	GASS	Direct Contracting	N/A	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	GoP	25,000.00	25,000.00	
	Fuel, Oil and Lubricants Expenses	GASS	Direct Contracting	N/A	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	GoP	1,500,000.00	1,500,000.00	
	Other Supplies and Materials Expenses	GASS	Shopping	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	1st Qtr 2024	GoP	100,000.00	100,000.00	
	Utility Expenses	GASS									
	Water Expenses	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00	
	Electricity Expenses	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	1,700,000.00	1,700,000.00	
	Communication Expenses	GASS									
	Postage and Deliveries	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	
	Telephone Expenses- Mobile	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	450,000.00	450,000.00	
	Internet Subscription Expenses	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	550,000.00	550,000.00	
	Professional Services	GASS									
	Legal Services	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	
	Auditing Services	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	
	General Services	GASS									
	Janitorial Services	GASS	Competitive Bidding	2023 October	2023 October	2024 January	2024 January	GoP	500,000.00	500,000.00	
	Security Services	GASS	Competitive Bidding	2023 October	2023 October	2024 January	2024 January	GoP	800,000.00	800,000.00	
	Other General Services	GASS	Competitive Bidding	2023 October	2023 October	2024 January	2024 January	GoP	700,000.00	700,000.00	
	Repairs and Maintenance	GASS									
	RM-Office Equipment	GASS	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	50,000.00	50,000.00	
	RM-ICT Equipment	GASS	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	50,000.00	50,000.00	
	RM-Motor Vehicles	GASS	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	350,000.00	350,000.00	
	RM-Other PPE	GASS	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	300,000.00	300,000.00	
	Taxes, Insurance Premiums and Other Fees	GASS									
	Taxes, Duties and Licences	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	
	Fidelity Bond Premiums	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	
	Insurance Expenses	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	
	Printing and Publication	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	
	Representation Expenses	GASS	Competitive Bidding	2023 October	2023 October	2024 January	2024 January	GoP	200,000.00	200,000.00	
	Other Maintenance and Operating Expenses	GASS									



Rents-Building & Structures	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	1,500,000.00	1,500,000.00
Other Subscription Expenses	GASS	Direct Contracting	N/A	N/A	N/A	N/A	GoP	75,000.00	75,000.00
	LEGAL							Total Legal	2,123,000.00
RESOLUTION OF ALI CASES									349,000.00
Travel Expenses	LEGAL	Reimbursement	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00
Training Expenses	LEGAL	Competitive Bidding	2023 October	2023 October	2023 January	2023 January	GoP	50,000.00	50,000.00
Office supplies expenses	LEGAL	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	50,000.00	50,000.00
Postage and Courier Services	LEGAL	Direct Contracting	N/A	N/A	N/A	N/A	GoP	9,000.00	9,000.00
Other General Services	LEGAL	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	50,000.00	50,000.00
RM-Office Equipment	LEGAL	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	25,000.00	25,000.00
RM-ICT Equipment	LEGAL	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	15,000.00	15,000.00
Representation Expenses	LEGAL	Competitive Bidding	2023 October	2023 October	2023 January	2023 January	GoP	50,000.00	50,000.00
PROVISION OF AGRARIAN LEGAL ASSISTANCE	LEGAL								1,774,000.00
Travel Expenses	LEGAL	Reimbursement	N/A	N/A	N/A	N/A	GoP	337,000.00	337,000.00
Training Expenses	LEGAL	Competitive Bidding	2023 October	2023 October	2023 January	2023 January	GoP	50,000.00	50,000.00
ICT Office supplies expenses	LEGAL	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	50,000.00	50,000.00
Office Supplies Expenses	LEGAL	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	50,000.00	50,000.00
Other Supplies and Materials	LEGAL	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	50,000.00	50,000.00
Legal Services	LEGAL	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	622,000.00	622,000.00
Other General Services	LEGAL	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	350,000.00	350,000.00
RM-Office Equipment	LEGAL	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	25,000.00	25,000.00
RM-ICT Equipment	LEGAL	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	20,000.00	20,000.00
RM-Motor Vehicles	LEGAL	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	73,000.00	73,000.00
Representation Expenses	LEGAL	Competitive Bidding	2023 October	2023 October	2023 January	2023 January	GoP	147,000.00	147,000.00
	PARAD							Total PARAD	788,000.00
CASE RESOLUTION									323,000.00
Travel Expense	PARAD	Reimbursement	N/A	N/A	N/A	N/A	GoP	33,000.00	33,000.00
Postage and Courier Services	PARAD	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	GoP	12,000.00	12,000.00
Other General Services	PARAD	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	228,000.00	228,000.00
Representation Expenses	PARAD	Competitive Bidding	2023 October	2023 October	2023 January	2023 January	GoP	50,000.00	50,000.00
MEDIATION	PARAD								47,000.00
Travel Expense	PARAD	Reimbursement	N/A	N/A	N/A	N/A	GoP	47,000.00	47,000.00
POST JUDGEMENT	PARAD								26,000.00
Office Supplies Expense	PARAD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	26,000.00	26,000.00
REGISTRATION OF JUDGEMENT	PARAD								60,000.00
Mobile	PARAD	Direct Contracting	N/A	N/A	N/A	N/A	GoP	60,000.00	60,000.00
EXECUTION	PARAD								308,000.00
Travel Expense	PARAD	Reimbursement	N/A	N/A	N/A	N/A	GoP	154,000.00	154,000.00
ICT Office Supplies Expense	PARAD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	20,000.00	20,000.00
Office Supplies Expense	PARAD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	84,000.00	84,000.00
Other Supplies and Materials Expense	PARAD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	50,000.00	50,000.00
ADMINISTRATION OF OATHS	PARAD								1,000.00
Travel Expense	PARAD	Reimbursement	N/A	N/A	N/A	N/A	GoP	1,000.00	1,000.00



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Other Supplies and Materials Expenses	PBDD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	40,000.00	40,000.00
Representation Expenses	PBDD	Competitive Bidding	2023 October	2023 October	2024 January	2024 January	GoP	77,000.00	77,000.00
Rents-ICT Equipment	PBDD	Competitive Bidding	1st Quarter 2024	1st Quarter 2024	1st Quarter 2024	1st Quarter 2024	GoP	10,000.00	10,000.00
<b>EDES</b>	PBDD								2,601,000.00
Travel Expenses-Local	PBDD	Reimbursement	N/A	N/A	N/A	N/A	GoP	591,000.00	591,000.00
Training Expenses	PBDD	Competitive Bidding	2023 October	2023 October	2024 January	2024 January	GoP	646,000.00	646,000.00
ICT Office Supplies Expenses	PBDD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	174,000.00	174,000.00
Office Supplies Expenses	PBDD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	351,000.00	351,000.00
Other Supplies and Materials Expenses	PBDD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	62,000.00	62,000.00
Subsidies- Others	PBDD	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	-	-
Representation Expenses	PBDD	Competitive Bidding	2023 October	2023 October	2024 January	2024 January	GoP	479,000.00	479,000.00
Rents-ICT Equipment	PBDD	Competitive Bidding	1st Quarter 2024	1st Quarter 2024	1st Quarter 2024	1st Quarter 2024	GoP	298,000.00	298,000.00
<b>CRFPS</b>	PBDD								3,350,000.00
Travel Expenses-Local	PBDD	Reimbursement	N/A	N/A	N/A	N/A	GoP	280,000.00	280,000.00
Training Expenses	PBDD	Competitive Bidding	2023 October	2023 October	2024 January	2024 January	GoP	500,000.00	500,000.00
Office Supplies Expenses	PBDD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	20,000.00	20,000.00
Semi-Expendable - ICT Equipment	PBDD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	20,000.00	20,000.00
Other Supplies and Materials Expenses	PBDD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GoP	40,000.00	40,000.00
Subsidies- Others	PBDD	Competitive Bidding	2023 October	2023 October	2024 January	2024 January	GoP	2,400,000.00	2,400,000.00
Printing and Publication	PBDD	Reimbursement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00
Rents-ICT Equipment	PBDD	Competitive Bidding	1st Quarter 2024	1st Quarter 2024	1st Quarter 2024	1st Quarter 2024	GoP	80,000.00	80,000.00
<b>SUMMARY</b>									
<b>GASS</b>								9,754,000.00	9,754,000.00
<b>LTID</b>								13,744,000.00	13,744,000.00
<b>PBDD</b>								7,836,000.00	7,836,000.00
<b>LEGAL</b>								2,123,000.00	2,123,000.00
<b>PARAD</b>								788,000.00	788,000.00
<b>GRAND TOTAL</b>								<b>34,245,000.00</b>	<b>34,245,000.00</b>

Prepared by:

**KEN LOIS N. OLAYRES**  
Head, BAC Secretariat

Reviewed:

**MA ELENA P. MIRAFLOR**  
Budget Officer

**MARIA TRINISE V. GENERAL**  
PCAO

Noted by:

**Engr. MANUEL A. NEBREJA**  
CARPO-LTID/BAC CHAIRPERSON

Approved by:

**Engr. MARIA EUGENIA M. ALTEZA**  
PARPO II/Head of the Procuring Entity





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRARIAN REFORM**  
Tunay na Pagbabago sa Repormang Agraryo

August 1, 2023

**Atty. ROWENA CANDICE M. RUIZ**  
Executive Director V  
Government Procurement Policy Board  
Technical Support Office  
Unit 2506 Raffles Corporate Center,  
F. Ortigas Jr. Road, Ortigas Center  
Pasig City

**Dear Director Ruiz,**


Greetings!

In compliance with Government Procurement Policy Board, please find attached herewith is the electronic copy in both Microsoft and Portable Document Format (PDF) files of the **2024 Indicative Annual Procurement Plan non-CSE (APP non-CSE)** for the Department of Agrarian Reform-Albay Provincial Office in the prescribed format.

Respectfully requesting acknowledgement hereof.

Thank you and warm regards.

Very truly yours,

  
**Engr. MARIA EUGENIA M. ALTEZA**  
PARPO II  
Head of the Procuring Entity



## CERTIFICATE OF POSTING

This is to certify that the **DEPARTMENT OF AGRARIAN REFORM ALBAY PROVINCIAL OFFICE** has posted its Indicative FY 2023 Approved Annual Procurement Plan (APP) in a conspicuous place reserved for this purpose in the agency premise.

Done this 1<sup>st</sup> of August, 2023 at 3<sup>rd</sup> Floor Embarcadero de Legazpi, Legazpi City.

**KEN LOIS N. OLAYRES**  
Agrarian Reform Program Technologist  
Head, BAC Secretariat