

DEPARTMENT OF AGRARIAN REFORM  
DAR RIZAL PROVINCIAL OFFICE

DEPARTMENT OF AGRARIAN REFORM RIZAL PROVINCIAL OFFICE INDICATIVE ANNUAL PROCUREMENT PLAN FOR CY 2025 (APP NON-CSE)

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)	Remarks (Explaining changes from the APP)
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50203010 02	APP-CSE-DBM	DAR RIZAL	NO	AA	N/A	N/A			GoP	532	532		Supplies available at procurement services	
	<b>GENERAL MANAGEMENT &amp; SUPERVISION</b>								GoP					
50203090 00	Fuel, Oil and Lubricants	DAR RIZAL	NO	DIRECT CONTRACTING	N/A	N/A	December 2024	January 2025	GoP	875	875			
	Utilities								GoP					
50204010 00	Water	DAR RIZAL	NO	AA	N/A	N/A	January 2025	January 2025	GoP	70	70		Supply and Delivery of Water Service	
50204020 00	Electricity	DAR RIZAL	NO	AA	N/A	N/A	January 2025	January 2025	GoP	1000	1000			
50206010 01	Awards/Rewards Expenses	DAR RIZAL	NO	SHOPPING	N/A	N/A	Aug/Dec 2025	Aug/Dec 2025	GoP	20	20			
50206010 01	Awards and Incentives	DAR RIZAL	NO	SHOPPING	N/A	N/A	Aug/Dec 2025	Aug/Dec 2025	GoP	165	165			
	<b>Communications</b>								GoP					
50205020 02	Landline	DAR RIZAL	NO	DIRECT CONTRACTING	N/A	N/A	January 2025	January 2025	GoP	150	150		Provision of Cellular load for PAROs and Div. Chiefs	
50205020 01	Mobile	DAR RIZAL	NO	SHOPPING	N/A	N/A	January 2025	January 2025	GoP	200	200		DARPO Rizal Telephone Requirements	
50205030 00	Internet	DAR RIZAL	NO	DIRECT CONTRACTING	N/A	N/A	January 2025	January 2025	GoP	375	375		Annual Subscription of Internet Services	
50205010 00	Postage	DAR RIZAL	NO	NP-53.5 Agency-to-Agency	N/A	N/A	March/October 2025	March/October 2025	GoP	100	100		Postage and Mailing requirements of DARPO Rizal	
	<b>General Services</b>								GoP					
50212990 99	other General Services	DAR RIZAL	NO	SVP	N/A	N/A	January to December 2025	January to December 2025	GoP	1100	1100			
50212030 00	Security	DAR RIZAL	YES	Competitive Bidding	N/A	N/A	January - December 2025	January 2025	GoP	725	725		Provision of 3 Security Guards	
50212000 00	Janitorial Services	DAR RIZAL	NO	DIRECT CONTRACTING	N/A	N/A	January 2025	January 2025	GoP	400	400		Provision of 2 Janitorial Attendants	
5020302000	Accountable Forms	DAR RIZAL	NO	SVP	N/A	N/A	January to December 2025	January to December 2025	GoP	5	5			
5021501001	Taxes,Duties and Licenses	DAR RIZAL	NO	SVP	N/A	N/A	January to December 2025	January to December 2025	GoP	15	15			
5021502000	Fidelity Bond	DAR RIZAL	NO	SVP	N/A	N/A	January to December 2025	January to December 2025	GoP	20	20			
5021503000	Insurance Expense	DAR RIZAL	NO	SVP	N/A	N/A	January to December 2025	January to December 2025	GoP	50	50			
	<b>Rent/Lease Expenses</b>							January 2025	GoP					
50299050 01	Rental	DAR RIZAL	YES	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January 2025	January 2025	GoP	2625	2625			
	<b>Repair and Maintenance</b>								GoP					
50213050 02	Office Equipment	DAR RIZAL	NO	SVP	N/A	N/A	January to December 2025	January to December 2025	GoP	165	165		Repair and Maintenance of DARPO Rizal Office Equipment	
50213060 01	Motor Vehicle	DAR RIZAL	NO	SVP	N/A	N/A	January to December 2025	January to December 2025	GoP	150	150		Repair and Maintenance of DARPO Rizal Motor Vehicles	
	<b>Trainings and Conference</b>								GoP					
	<b>AGRARIAN LEGAL SERVICE</b>								GoP					
	<b>Trainings and Conference</b>								GoP					
50202020 02	Monthly Staff Meeting/LCMS Data Cleansing/ Updating/CLOA Distribution	DARAB/ALSD	NO	SVP	N/A	N/A	January/Feb/May/ /April/October/November 2025	January/Feb/May/ /April/October/November 2025	GoP	107.1	107.1			
50202020 02	Mid year/Year End Assessment	DARAB/ALSD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May/Dec 2025	May/Dec 2025	GoP	82.8	82.8			

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50202020 02	Conducts of Adjudicators/COB's/Sheriff's Fast Tracking/Quarterly & LCMS Cleansing/Updating	DARAB	NO	Shopping	N/A	N/A	January to December 2025	January to December 2025	GoP	16	16			
50202020 02	Three day LCMS Cum 2025 Legal Strategic Planning Session	ALSD	NO	SVP	N/A	N/A	January	January	GoP	106.5	106.5			
50202020 02	Two-Day ALSD 1st Quarter Assessment and Budget Utilization	ALSD	NO	SVP	N/A	N/A	March	March	GoP	66	66			
50202020 02	Two-Day ALSD 2ND Quarter Assessment and Planning Session	ALSD	NO	SVP	N/A	N/A	June	June	GoP	28.8	28.8			
50202020 02	Two-Day ALSD Case Monitoring and ALI Fast Tracking/LCMS Updating	ALSD	NO	SVP	N/A	N/A	August	August	GoP	24	24			
50202020 02	Two-Day ALSD 3rd Quarter Assessment and Planning Session	ALSD	NO	SVP	N/A	N/A	September	September	GoP	28.8	28.8			
	<b>AGRARIAN REFORM BENEFICIARIES DEVELOPMENT AND SUSTAINABILITY PROGRAM</b>								GoP					
	<b>Trainings and Conference</b>								GoP					
50202020 01	Conduct of Information Technology-enabled Maturity Assessment Orientation /ARC Assessment	ARBDS	NO	SVP	N/A	N/A	Sept 2025	Sept 2025	GoP	45	45			
50202020 01	Focus Group Discussion(FGD) on ITeMA /ARBO Assessment	ARBDS	NO	SVP	N/A	N/A	Oct 2025	Oct 2025	GoP	34	34			
50202020 02	Seminar on Implementing Rules and Regulations (IRR) and Mandatory Compliance on SEC Registration/Renewal Requirements	ARBDS	NO	SVP	N/A	N/A	February/March/April/May/June 2025	February/March/April/May/June 2025	GoP	11	11			
50202020 02	Seminar on Implementing Rules and Regulations (IRR) and Mandatory compliance on CDA Annual Report Requirements	ARBDS	NO	SVP	N/A	N/A	February/March/April/May/June 2025	February/March/April/May/June 2025	GoP	10	10			
50202020 02	STRATEGIC DEVELOPMENT PLANNING WORKSHOP (SDPW) Existing Lapsed 2025 and newly assisted registered 20 ARBOs @10 ARBs per ARBO for 2 Days	ARBDS	NO	SVP	N/A	N/A	February/March/April/May/June 2025	February/March/April/May/June 2025	GoP	35	35			
50202020 02	Seminar on Policy Formulation	ARBDS	NO	SVP	N/A	N/A	February/March/April/May/June 2025	February/March/April/May/June 2025	GoP	31	31			
50202020 02	Seminar on Parliamentary Procedure	ARBDS	NO	SVP	N/A	N/A	June 2025	June 2025	GoP	31	31			
50202020 02	Grooming of 2nd Line Leaders and Values Formation	ARBDS	NO	SVP	N/A	N/A	April 2025	April 2025	GoP	55	55			
50202020 02	Seminar workshop on crafting of resolution	ARBDS	NO	SVP	N/A	N/A	April 2025	April 2025	GoP	55	55			
50202020 02	Seminar on DAR Programs and Projects for ARBOs	ARBDS	NO	SVP	N/A	N/A	May 2025	May 2025	GoP	50	50			
50202020 02	Seminar training on Modern Vegetable Production	ARBDS	NO	SVP	N/A	N/A	May 2025	May 2025	GoP	50	50			
50202020 02	Seminar on ARBO Organizing and Registration Requirements	ARBDS	NO	SVP	N/A	N/A	June 2025	June 2025	GoP	12	12			
50202020 02	Seminar on Simple Ways on How to Start a Business	ARBDS	NO	SVP	N/A	N/A	June 2025	June 2025	GoP	5	5			
50202020 02	Seminar on Rights, Roles and Responsibilities (3Rs)	ARBDS	NO	SVP	N/A	N/A	June 2025	June 2025	GoP	5	5			
50202020 02	Seminar on Good Governance and Management for Small Cooperatives	ARBDS	NO	SVP	N/A	N/A	September 2025	September 2025	GoP	30	30			
50202020 02	Seminar on Meat Processing	ARBDS	NO	SVP	N/A	N/A	May 2025	May 2025	GoP	23	23			
50202020 02	Training Supplies and VLFED Advocacy Materials	ARBDS	NO	SVP	N/A	N/A	April 2025	April 2025	GoP	10	10			
50202020 02	Knowledge Sharing for 45pax VLFED	ARBDS	NO	SVP	N/A	N/A	April 2025	April 2025	GoP	45	45			
50202020 02	Training Sessions VLFED	ARBDS	NO	SVP	N/A	N/A	May 2025	May 2025	GoP	20	20			
50202020 02	Various Support Services VLFED	ARBDS	NO	SVP	N/A	N/A	May/June 2025	May/June 2025	GoP	94	94			

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50202020 02	PBD Lawyering	ARBDSP	NO	SVP	N/A	N/A	June 2025	June 2025	GoP	15	15			
50202020 02	FBS Sustaining Seminar	ARBDSP	NO	SVP	N/A	N/A	April 2025	April 2025	GoP	15	15			
50202020 02	Training Supplies/FBS Advocacy Materials (Sustaining)	ARBDSP	NO	SVP	N/A	N/A	April 2025	April 2025	GoP	15	15			
50202020 02	Training Supplies and Advocacy Materials EPAHP	ARBDSP	NO	SVP	N/A	N/A	April/May/June 2025	April/May/June 2025	GoP	15	15			
50202020 02	Training Sessions for EPAHP (New)	ARBDSP	NO	SVP	N/A	N/A	April/May/June 2025	April/May/June 2025	GoP	30	30			
50202020 02	Sustaining-Successful Story EPAHP	ARBDSP	NO	SVP	N/A	N/A	April/May/June 2025	April/May/June 2025	GoP	15	15			
50202020 02	Conduct of MARKETING Fora with program Partners and Institutional Buyers and provision of Marketing Paraphernalia	ARBDSP	NO	SVP	N/A	N/A	July/Aug/Sep 2025	July/Aug/Sep 2025	GoP	15	15.0			
50202020 02	Training Supplies Development of ARBOs to become MF Provider	ARBDSP	NO	SVP	N/A	N/A	May 2025	May 2025	GoP	5	5.0			
50202020 02	Seminar on Basic Microfinance	ARBDSP	NO	SVP	N/A	N/A	May 2025	May 2025	GoP	25	25.0			
50202020 02	Training Supplies APCP	ARBDSP	NO	SVP	N/A	N/A	August 2025	August 2025	GoP	10	10.0			
50202020 02	Training Workshop on ALERT ARBO and other credit windows	ARBDSP	NO	SVP	N/A	N/A	August 2025	August 2025	GoP	16	16.0			
50202020 02	Supplies/CRFPS Advocacy Materials & tarpaulin	ARBDSP	NO	SVP	N/A	N/A	April/May/June 2025	April/May/June 2025	GoP	35	35.0			
50202020 02	Focused-Group Dialogue (FGD)	ARBDSP	NO	SVP	N/A	N/A	April/May/June 2025	April/May/June 2025	GoP	45	45.0			
50202020 02	SLS Training Sessions	ARBDSP	NO	SVP	N/A	N/A	April/May/June 2025	April/May/June 2025	GoP	170	170.0			
50202020 02	SLS Farm Inputs	ARBDSP	NO	SVP	N/A	N/A	April/May/June 2025	April/May/June 2025	GoP	150	150.0			
50202020 02	<b>LAND TENURE SECURITY PROGRAM</b>	LTSD	NO											
50202020 02	<b>LTSD LAD</b>	LTSD	NO											
50202020 02	Training Expense	LTSD	NO	SVP	N/A	N/A	April 2025	April 2025	GoP	20	20			
50202020 02	Tel / Mobile	LTSD	NO	SVP	N/A	N/A	January, April, July, & October 2025	N/A	GoP	6	6			
50202020 02	Survey Expense	LTSD	NO	SVP	N/A	N/A	January, April, July-September 2025	January, April, July-September 2025	GoP	35	35			
50202020 02	<b>LTSD NON LAD TRANSFER ACTIVITIES</b>	LTSD	NO											
50202020 02	Office Supplies	LTSD	NO	SVP	N/A	N/A	March 2025	N/A	GoP	2	2			
50202020 02	<b>LTSD POST LAND DISTRIBUTION</b>	LTSD	NO											
50202020 02	Office Supplies	LTSD	NO	SVP	N/A	N/A	March 2025	N/A	GoP	2	2			
<b>TOTAL APP NON-CSE</b>										<b>10,494 10,494</b>				

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Validated and Consolidated by:

BAC SECRETARIAT

PRUDENCE P. ORZCO

PATRICK JOSHUA D. PAJO

Reviewed By:

AMELITA R. CEJAS  
Budget Officer

Recommending Approval:

BIDS AND AWARDS COMMITTEE

ROMEO DE LA CRUZ  
MEMBER

LAXEL B. GASGA  
MEMBER

FLORENCE SM. MARAÑON  
MEMBER

AMELITO Q. TAN  
MEMBER

RAUL I. BAUTISTA  
BAC CHAIRMAN

Approved By:

HOPE

RAUL M. LEONIN  
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MEMBER

MARITES DS. CENENA  
MEMBER