

**Department of Labor and Employment - Regional Office No. III
Annual Procurement Plan for FY 2016**

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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
RO3-1	Emergency Employment Assistance (TUPAD) Unemployment Workers of Orion, Bataan	Bataan FO	Negotiated Procurement (Small Value)	April 2016	N/A	April 2016	April 2016	GAA	105,840.00	105,840.00		
RO3-2	TUPAD for various/selected barangays in the Municipality of Balagtas, Bulacan	Bulacan FO	Negotiated Procurement (Small Value)	April 2016	N/A	April 2016	April 2016	GAA	104,860.00	104,860.00		
RO3-3	TUPAD for various/selected barangays in the Municipality of Marilao, Bulacan	Bulacan FO	Negotiated Procurement (Small Value)	April 2016	N/A	April 2016	April 2016	GAA	158,760.00	158,760.00		
RO3-4	TUPAD for various/selected barangays in the Municipality of Calumpit, Bulacan	Bulacan FO	Negotiated Procurement (Small Value)	April 2016	N/A	April 2016	April 2016	GAA	377,300.00	377,300.00		
RO3-5	TUPAD for various/selected barangay in the Municipality of Bustos, Bulacan	Bulacan FO	Negotiated Procurement (Small Value)	April 2016	N/A	April 2016	April 2016	GAA	314,580.00	314,580.00		
RO3-6	TUPAD for various/selected barangay in the Municipality of Guiguinto, Bulacan	Bulacan FO	Negotiated Procurement (Small Value)	April 2016	N/A	April 2016	April 2016	GAA	97,020.00	97,020.00		
RO3-7	TUPAD for various/selected barangay in the Municipality of Norzagaray, Bulacan	Bulacan FO	Negotiated Procurement (Small Value)	April 2016	N/A	April 2016	April 2016	GAA	44,100.00	44,100.00		
RO3-8	TUPAD for various/selected barangays in the Municipality of Paombong, Bulacan	Bulacan FO	Negotiated Procurement (Small Value)	April 2016	N/A	April 2016	April 2016	GAA	104,860.00	104,860.00		
RO3-9	TUPAD for various/selected barangays in the municipality of San Miguel, Bulacan	Bulacan FO	Negotiated Procurement (Small Value)	April 2016	N/A	April 2016	April 2016	GAA	96,040.00	96,040.00		
RO3-10	On Boarding/Assimilation of New DOLE Emp.	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	50,000.00	50,000.00		
RO3-11	LLCOs Training/ Coaching on LLCS	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	115,000.00	115,000.00		
RO3-12	Technical Writing for LLCOs	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	31,000.00	31,000.00		
RO3-13	Oral Communication Skills	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	31,000.00	31,000.00		
RO3-14	Training Admin/Financial Matters (i.e voucher preparation)	RO3	Negotiated Procurement (Small Value) Shopping	1st sem	N/A	N/A	N/A	GAA	7,750.00	7,750.00		
RO3-15	Capacity Building for DOLE personnel (EIB) RA 6713 - Code of Ethical Standards for Public Officials and Employees	RO3	Negotiated Procurement (Small Value) Shopping	1st sem	N/A	N/A	N/A	GAA	15,500.00	15,500.00		
RO3-16	AO No. 55 - Rules on Disposition of Admin Complaines and Cases in the DOLE	RO3	Negotiated Procurement (Small Value) Shopping	1st sem	N/A	N/A	N/A	GAA	15,500.00	15,500.00		
RO3-17	Investigation and Report Writing	RO3	Negotiated Procurement (Small Value) Shopping	2nd sem	N/A	N/A	N/A	GAA	6,250.00	6,250.00		
RO3-18	Decision/ Resolution Writing	RO3	Negotiated Procurement (Small Value) Shopping	2nd sem	N/A	N/A	N/A	GAA	6,250.00	6,250.00		
RO3-19	Refresher Course on Selected Programs of DOLE: a)Employment and Welfare (i.e. BEST, Job Fair, AEP, Career Coaching) b)Labor Relations and Standards (i.e. LLCS, SENA, SEADO)	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	450,000.00	450,000.00		
RO3-20	Capacity Buiding on Gender and Development Forum on Women in Leadership, Power and Decision Making in the Bureaucracy	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	34,500.00	34,500.00		

RO3-21	Anti-VAWC Seminar	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	45,000.00	45,000.00		
RO3-22	Womens Month Celebration	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	45,000.00	45,000.00		
RO3-23	Green Our DOLE Program (GODP) Orientation	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	27,500.00	27,500.00		
	Orientation pn Climate Change 5s, 3Rs + 2Rs (Conversation Initiatives)	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	27,500.00	27,500.00		
RO3-24	Labor Updates and Latest Jurispreidence	RO3	Negotiated Procurement (Small Value)	1st and 2nd sem	N/A	N/A	N/A	GAA	17,500.00	17,500.00		
RO3-25	PhilGEPS Orientation	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	70,000.00	70,000.00		
RO3-26	Basic Occupational Safety and Health (BOSH)	RO3	Negotiated Procurement (Small Value)	1st and 2nd sem	N/A	N/A	N/A	GAA	70,000.00	70,000.00		
RO3-27	Construction Safety and Health (COSH)	RO3	Negotiated Procurement (Small Value)	1st and 2nd sem	N/A	N/A	N/A	GAA	70,000.00	70,000.00		
RO3-28	Supervisory Development Course (SDC) Tracks 1, 2 and 3	RO3	Negotiated Procurement (Small Value)	1st and 2nd sem	N/A	N/A	N/A	GAA	300,000.00	300,000.00		
RO3-29	Statistical Presentation and Data Preparation (Monitoring and Evaluation)	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	115,000.00	115,000.00		
RO3-30	Leave Administration Seminar	RO3	Negotiated Procurement (Small Value) Shopping	1st sem	N/A	N/A	N/A	GAA	10,000.00	10,000.00		
RO3-31	Training and Maintenance and Trouble Shooting of Vehicles	RO3	Negotiated Procurement (Small Value) Shopping	2nd sem	N/A	N/A	N/A	GAA	10,000.00	10,000.00		
RO3-32	Team Enhancement for DOLE personnel	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	350,000.00	350,000.00		
RO3-33	Supervisory Training for OICs and SG 18	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	144,000.00	144,000.00		
RO3-34	Capacity Building for LLCOs-Level 1A	RO3	Negotiated Procurement (Small Value)	1st and 2nd sem	N/A	N/A	N/A	GAA	144,000.00	144,000.00		
RO3-35	Training on Strategic and Decision Making for Non-MSP Benefiariaries	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	72,000.00	72,000.00		
RO3-36	Capacity Building for SEADOs	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	72,000.00	72,000.00		
RO3-37	Basic Management Course for MSP Benefiariaries	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	230,400.00	230,400.00		
RO3-38	HRMO Consultation Workshop cum Capacity Building	RO3	Negotiated Procurement (Small Value) Shopping	2nd sem	N/A	N/A	N/A	GAA	21,600.00	21,600.00		
RO3-39	Alliance Meeting	RO3	Negotiated Procurement (Small Value)	1st sem	N/A	N/A	N/A	GAA	30,000.00	30,000.00		
RO3-40	Tribute for Retirees	RO3	Negotiated Procurement (Small Value) Shopping	2nd sem	N/A	N/A	N/A	GAA	7,500.00	7,500.00		
RO3-41	CSC Race to Serve Fun Run	RO3	Negotiated Procurement (Small Value) Shopping	2nd sem	N/A	N/A	N/A	GAA	2,500.00	2,500.00		
RO3-42	DOLE Anniversary	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	141,000.00	141,000.00		
RO3-43	AMCC Meetings	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	60,000.00	60,000.00		
	Other Employee-Welfare Activities:											
RO3-44	Health Care Services	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	15,000.00	15,000.00		
RO3-45	Flu Vaccination	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	42,300.00	42,300.00		
RO3-46	Pneumonia Vaccination	RO3	Negotiated Procurement (Small Value)	2nd sem	N/A	N/A	N/A	GAA	70,500.00	70,500.00		
RO3-47	Cerviacial Cancer Vaccination	RO3	Negotiated Procurement	2nd sem	N/A	N/A	N/A	GAA	102,400.00	102,400.00		

			(Small Value)									
RO3-48	Enterpreneurial Skills/Livelihood Training Skills	RO3	Negotiated Procurement	Every Quarter	N/A	N/A	N/A	GAA	3,500.00	3,500.00		
			(Small Value) Shopping									
RO3-49	Appreciation Gift for Retirees	RO3	Negotiated Procurement	2nd sem	N/A	N/A	N/A	GAA	160,000.00	160,000.00		
			(Small Value)									
RO3-50	Personal Protective Equipment (PPE)	RO3	Negotiated Procurement	2nd sem	N/A	N/A	N/A	GAA	141,000.00	141,000.00		
			(Small Value)									
									Total: 3,352,610.00			

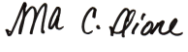
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DEFINITION

1. **PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or ~~for the provisions of staff support to the administrative functions~~
2. **PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5. **Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

Breakdown into mooe and co for tracking purposes; aligned with budget documents

Any remark that will help GPPB track programs and projects