



Republic of the Philippines  
Department of Justice  
**PAROLE AND PROBATION ADMINISTRATION**  
Cordillera Administrative Region  
Room 111 Hall of Justice, Baguio City  
Tel: (074) 244-2180 / E-mail: paroleandprobationcar@gmail.com

**ANNUAL PROCUREMENT PLAN NON-CSE FOR CY 2022**

Department/ Parole and Probation Administration  
Region: Cordillera Administrative Region  
Address: Room 111, Hall of Justice, Baguio City


E-mail: paroleandprobationcar@gmail.com  
Tel. No. (074) 244-2180  
Contact Person: Kimberly O. Lopez

Agency Account Code:

UACS	PROCUREMENT PROGRAM/PROJECT		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 AWARDS	CONTRACT SIGNING		TOTAL	MOOE	CO	
TRAININGS/SEMINARS												
	Personnel Development Committee Training	RO/Fos/ Clients	Small Value Procurement	January-December 2022				GoP	120,000.00	120,000.00		
	PPA Mid-Year Activities (Anniversary Activities, Trainings and Seminars	RO/FO's	Small Value Procurement	January-December 2022				GoP	120,000.00	120,000.00		
	General Assembly, Year-End Activities, Seminars	RO/FO's	Small Value Procurement	January-December 2022				GoP	120,000.00	120,000.00		
	ISO Certification Seminar-Workshops	RO/FO's	Small Value Procurement	January-December 2022				GoP	120,000.00	120,000.00		
	Gender and Development Activites/Seminars	RO/FO's	Small Value Procurement	January-December 2022				GoP	120,000.00	120,000.00		
	Regional VPA Trainings	RO/FO's/VPA's	Small Value Procurement	January-December 2022				GoP	50,000.00	50,000.00		
	OPERATIONAL EXPENSES											
	COMMUNICATION EXPENSES											
	Postage and Courier Expenses	RO/FO's	Direct Contracting	January-December 2022				GoP	62,000.00	62,000.00		
	Telephone Expenses (Landline/Mobile/Internet Services)	RO/FO's	Direct Contracting	January-December 2022				GoP	141,000.00	141,000.00		
	UTILITIES EXPENSES											
	Water Expenses	RO/FO's	Direct Contracting	January-December 2022				GoP	15,000.00	15,000.00		
	Electricity Expenses	RO/FO's	Direct Contracting	January-December 2022				GoP	20,000.00	20,000.00		Electricity Expenses of Ifugao PPO
	RENTAL											
	Rents-Buildings and Structure	RO/FO's	Direct Contracting	January-December 2022				GoP	154,000.00	154,000.00		Office Rental of Ifugao PPO
	Rent-Equipment	RO/FO's	Direct Contracting	January-December 2022				GoP	10,000.00	10,000.00		
Rents-Living Quarters	RO/FO's	Direct Contracting	January-December 2022				GoP	48,000.00	48,000.00		Regional Director and Assistant Regional Director	

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				ADS/POST OF IB/REI	SUB/ OPEN OF BIDS	NOTICE OF AWARDS	CONTRACT SIGNING		TOTAL	MOOE	CO	
	<b>REPAIRS AND MAINTENANCE</b>											
	Building Maintenance	RO/FO's	Direct Contracting		January-December 2022			GoP	45,000.00	45,000.00		Building
	Office Equipment Maintenance	RO/FO's	Direct Contracting		January-December 2022			GoP	19,000.00	19,000.00		Office Equipment
	Motor Vehicle Repairs and Maintenance	RO/FO's	Direct Contracting		January-December 2022			GoP	40,000.00	40,000.00		Office Motor Vehicle
	<b>OTHER EXPENSES</b>											
	Gasoline, oil and Lubricants Expenses	RO	Direct Contracting		January-December 2022			GoP	100,000.00	100,000.00		
	<b>TOTAL</b>								<b>1,304,000.00</b>	<b>1,304,000.00</b>		

Prepared by:

  
**KIMBERLY C. LOPEZ**  
 Acting Property and Supply Officer

  
**MUR LEE C. QUEZON**  
 Administrative Officer II

Recommended by:

  
**DAISY MARIE S. VILLANUEVA**  
 BAC Chairperson

Approved by:

  
**BELINDA C. ZAFRA**  
 Regional Director