



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**PAROLE AND PROBATION ADMINISTRATION**  
**REGIONAL OFFICE - CORDILLERA ADMINISTRATIVE REGION**  
 Ground Floor, Room 111 Hall of Justice, Baguio City  
 ((074-246-7547)/paroleandprobationcar@gmail.com)



Indicative Annual Procurement Plan Non-CSE for CY 2024

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

E-mail: paroleandprobationcar@gmail.com  
 Tel No. (074) 246-7547  
 Contact Person: Kimberly O. Lopez

Agency Account Code

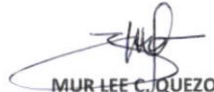
UACS	PROCUREMENT PROGRAM/PROJECT	PMO/End User	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				SOURCE OF FUNDS	ESTIMATED BUDGET (PhP)			REMARKS (Brief Description of Program/Project)
				ADS/POST OF IB/REI	SUB/OPEN OF BIDS	NOTICE OF AWARDS	CONTRACT SIGNING		TOTAL	MOOE	CO	
TRAININGS/SEMINARS												
	Personnel Development Committee Trainings, Women's Month Celebration	RO/FOs/ Clients	Small Value Procurement	January-December 2024				GoP	150,000.00	150,000.00		
	PPA Mid-Year Activities (Anniversary Activities, Regional TC Training, Trainings and Seminars)	RO/FOs	Small Value Procurement	January-December 2024				GoP	150,000.00	150,000.00		
	General Assembly, Year-End Activities, Seminars	RO/FOs	Small Value Procurement	January-December 2024				GoP	150,000.00	150,000.00		
	Management Conferences (Quarterly)	RO/FOs	Small Value Procurement	January-December 2024				GoP	120,000.00	120,000.00		
	Gender and Development Activities/Seminars	RO/FOs	Small Value Procurement	January-December 2024				GoP	150,000.00	150,000.00		
	Regional VPA Trainings	RO/FOs/ VPAs	Small Value Procurement	January-December 2024				GoP	100,000.00	100,000.00		
OPERATIONAL EXPENSES												
	COMMUNICATION EXPENSES											
	Postage and Courier Expenses	RO/FOs	Direct Contracting	January-December 2024				GoP	62,000.00	62,000.00		
	Telephone Expenses (Landline/Mobile/internet Services)	RO/FOs	Direct Contracting	January-December 2024				GoP	141,000.00	141,000.00		
	UTILITIES EXPENSES											
	Water Expenses	RO/FOs	Direct Contracting	January-December 2024				GoP	15,000.00	15,000.00		
	Electricity Expenses	RO/FOs	Direct Contracting	January-December 2024				GoP	20,000.00	20,000.00		Electricity Expenses for Ifugao PPO
	RENTAL											
	Rents-Buildings and Structures	RO/FOs	Direct Contracting	January-December 2024				GoP	66,000.00	66,000.00		Office Rental of Ifugao PPO
	Rent Equipment	RO/FOs	Direct Contracting	January-December 2024				GoP	10,000.00	10,000.00		
Rents-Living Quarters	RO/FOs	Direct Contracting	January-December 2024				GoP	96,000.00	96,000.00		Regional Director/ARD	

3


	REPAIRS AND MAINTENANCE							
	Building Maintenance	RO/FOs	Direct Contracting	January-December 2024	GoP	31,000.00	31,000.00	Building
	Office Equipment Maintenance	RO/FOs	Direct Contracting	January-December 2024	GoP	35,000.00	35,000.00	Office Equipment
	Motor Vehicle Repairs and Maintenance	RO/FOs	Direct Contracting	January-December 2024	GoP	30,000.00	30,000.00	Office Motor Vehicle
	OTHER EXPENSES							
	Gasoline, Oil and Lubricants Expenses	RO/FOs	Direct Contracting	January-December 2023	GoP	60,000.00	60,000.00	
	TOTAL					1,386,000.00	1,386,000.00	

Prepared by:

  
KIMBERLY D. 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