



Republic of the Philippines  
Department of Justice  
**PAROLE AND PROBATION ADMINISTRATION**  
Regional Office No. XIII (Caraga)

**Annual Procurement Plan for FY 2024**

Code (PAP)	Procurement Program/Project	Object Code	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
TRAVELLING EXPENSE- LOCAL	Travel-Local	50201010 00	RO/Field Offices	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	January to December 2024				Regular Agency Fund (01000000)	1,216,000.00	1,216,000.00	0	-
TRAINING EXPENSES	Special Support Activities	50202010 00	RO/Field Offices	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January to December 2024				Regular Agency Fund (01000000)	299,000.00	299,000.00	0	EOC, VOW, Wellness/Sportsfest/Teambuilding/ TRICON, Mid-year Evaluation, Year-end Evaluation, PRAISE Awarding, PWDs/Senior Citizen, DRR/NGP, And other relevant trainings as may be called upon by Central Office
OFFICE SUPPLIES EXPENSE	Common Use Supplies available at PS-DBM	50203010 00	RO/Field Offices	Negotiated Procurement - Agency to Agency (Sec. 53.5)	January to December 2024				Regular Agency Fund (01000000)	120,000.00	120,000.00	0	-
OTHER SUPPLIES & MATERIALS EXPENSE	Other supplies, materials and equipment not- available at PS-DBM	50203990 10	RO/Field Offices	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January to December 2024				Regular Agency Fund (01000000)	472,000.00	472,000.00	0	T-shirts/jackets, first aid kits, sports equipment, grooming kits, candles, balloons, pots, paper plates, paper cups, plastic straw, certificate frame/holders, customized rubber stamps, plates, glasses, cups, saucers, padlocks, chain, door knob, plaque, tokens alcohol, antibacterial hand soap, bleach, disinfectant spray, paper towel, broom, mop, floor mat, dust pan, hand towel, curtains, dishwashing, soap, toilet cleaner
GASOLINE, OIL & LUBRICANTS EXPENSE	Gasoline, Oil and Lubricants for Regional Service Vehicle	50203090 00	Regional Office	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	January to December 2024				Regular Agency Fund (01000000)	65,000.00	65,000.00	0	For Toyota Innova
WATER EXPENSES	Water expenses	50204010 00	RO/Field Offices	Direct Contracting (Sec. 50)	January to December 2024				Regular Agency Fund (01000000)	19,000.00	19,000.00	0	Water connection in Regional Office, drinking water in RO and field offices
ELECTRICITY EXPENSES	Electricity expenses	50204020 00	Regional Office	Direct Contracting (Sec. 50)	January to December 2024				Regular Agency Fund (01000000)	139,000.00	139,000.00	0	Provided by ANECO
POSTAGE AND DELIVERIES	Postage and Deliveries	50205010 00	RO/Field Offices	Direct Contracting (Sec. 50)	January to December 2024				Regular Agency Fund (01000000)	132,000.00	132,000.00	0	Mailings to Central Office and other agencies, mailings to and from field offices
TELEPHONE-MOBILE	Telephone expense-mobile	50205020 01	RD, CPPOs/OIC	Direct Contracting (Sec. 50)	January to December 2024				Regular Agency Fund (01000000)	61,000.00	61,000.00	0	RD, CPPOs and OIC
TELEPHONE-LANDLINE	Telephone expense-landline	50205020 02	RO/Field Offices	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January to December 2024				Regular Agency Fund (01000000)	61,000.00	61,000.00	0	-
INTERNET EXPENSE	Internet connection in Regional & Field Offices	50205030 00	RO/Field Offices	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January to December 2024				Regular Agency Fund (01000000)	258,000.00	258,000.00	0	-
OTHER GENERAL SERVICES	Basic RJ, TC and VPA Training, GAD Training, TCLP Enhancement Training, VPAs Supervision of Clients	50212990 00	Field Offices	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January to December 2024				Regular Agency Fund (01000000)	160,000.00	160,000.00	0	-
REPAIRS & MAINTENANCE-OE	RM - Office Equipment	50213050 02	RO/Field Offices	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January to December 2024				Regular Agency Fund (01000000)	67,000.00	67,000.00	0	-
REPAIRS & MAINTENANCE- BUILDINGS AND STRUCTURES	Repairs in Office Building	50213040 01	Surigao del Norte PPO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January to December 2024				Regular Agency Fund (01000000)	119,000.00	119,000.00	0	-
PRINTING & BINDING EXPENSE	Printing & Binding	50299020 00	RO/Field Offices	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January to December 2024				Regular Agency Fund (01000000)	51,000.00	51,000.00	0	Billboards/charts, t-shirts/jackets, office signage, plaques, office banner
RENT-BUILDING	Rent-building	50299050 01	Regional Office	Negotiated Procurement - Lease of Real Property and Venue (Sec. 53.10)	January to December 2024				Regular Agency Fund (01000000)	525,000.00	525,000.00	0	-
RENT-EQUIPMENT	Rent-equipment	50299050 00	Regional Office	Direct Contracting (Sec. 50)	January to December 2024				Regular Agency Fund (01000000)	48,000.00	48,000.00	0	-

Prepared by:

Recommending Approval: BIDS AND AWARDS COMMITTEE

Approved by:

**BONELBIE N. MAMUGAY**  
BAC Secretariat

**DANTE C. LISONDRA**  
BAC - Chairperson

**BLASITO A. ROSALES**  
BAC Vice- Chairperson

**JULIET G. TINIO**  
BAC Member

**LINA K. BURDEOS**  
Regional Director

**CAMILLE STACY L. APURA**  
Head, BAC Secretariat

**RAJIV IVAR P. ELAPE**  
BAC - Member

**MARICOR B. GACULA**  
BAC - Member

Funds Available:

**VENUS G. ABAPO**  
AO III/Acting Accountant