



Republic of the Philippines  
Department of Justice  
**PAROLE AND PROBATION ADMINISTRATION**  
**REGIONAL OFFICE**  
**CORDILLERA ADMINISTRATIVE REGION**  
Room 111 Ground Floor, Hall of Justice, Baguio City  
(074-246-7547) @ [paroleandprobationcar@gmail.com](mailto:paroleandprobationcar@gmail.com)



### INDICATIVE ANNUAL PROCUREMENT PLAN NON-CSE CY 2025

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

E-mail: [paroleandprobationcar@gmail.com](mailto:paroleandprobationcar@gmail.com)  
Tel No. (074) 246-7547  
Contact Person: Mur Lee C. Quezon

Agency Account Code:

UACS	PROCUREMENT PROGRAM/PROJECT	PMO/En d 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 (VENUE/ACCOMMODATION)												
	CPPOs Meeting/ Management Conference, Special Meetings	RO/FOs/	Small Value Procurement	January-December 2025				GoP	100,000.00	100,000.00		
	PPA Mid-Year Activities (Anniversary Activities, Trainings and Seminars)	RO/FOs	Small Value Procurement	January-December 2025				GoP	240,000.00	240,000.00		
	General Assembly, Strategic Planning, GAD Seminar	RO/FOs	Small Value Procurement	January-December 2025				GoP	240,000.00	240,000.00		
	General Assembly and Year-End Activities	RO/FOs	Small Value Procurement	January-December 2025				GoP	240,000.00	240,000.00		
	Regional VPA Training Convention	RO/FOs/ VPAs	Small Value Procurement	January-December 2025				GoP	150,000.00	150,000.00		
OPERATIONAL EXPENSES												
	COMMUNICATION EXPENSES											
	Postage and Courier Expenses	RO/FOs	Direct Contracting	January-December 2025				GoP	85,000.00	85,000.00		
	Internet Expenses	RO/FOs	Direct Contracting	January-December 2025				GoP	215,000.00	215,000.00		
	UTILITIES EXPENSES											
	Water Expenses	RO/FOs	Direct Contracting	January-December 2025				GoP	20,000.00	20,000.00		
	Electricity Expenses	RO/FOs	Direct Contracting	January-December 2025				GoP	15,000.00	15,000.00		
RENTAL												
	Rents-Buildings and Structures	RO/FOs	Direct Contracting	January-December 2025				GoP	238,000.00	238,000.00		
	Rent Equipment	RO/FOs	Direct Contracting	January-December 2025				GoP	10,000.00	10,000.00		
	Rents-Living Quarters	RO/FOs	Direct Contracting	January-December 2025				GoP	96,000.00	96,000.00		

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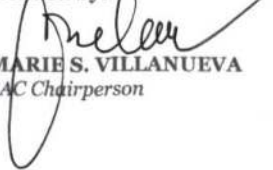
Agency Account Code:

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	
	<b>REPAIRS AND MAINTENANCE</b>											
	Building Maintenance	RO/FOs	Direct Contracting		January-December 2025			GoP	66,000.00	66,000.00		Building
	Office Equipment Maintenance	RO/FOs	Direct Contracting		January-December 2025			GoP	19,000.00	19,000.00		Office Equipment
	Motor Vehicle Repairs and Maintenance	RO/FOs	Direct Contracting		January-December 2025			GoP	50,000.00	50,000.00		Office Motor Vehicle
	<b>OTHER EXPENSES</b>											
	Gasoline, Oil and Lubricants Expenses	RO/FOs	Direct Contracting		January-December 2025			GoP	105,000.00	105,000.00		
	<b>TOTAL</b>								<b>1,889,000.00</b>	<b>1,889,000.00</b>		

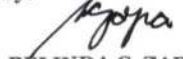
Prepared by:

  
**MUR LEE C. QUEZON**  
Acting Property and Supply Officer

Recommended by:

  
**DAISY MARIE S. VILLANUEVA**  
BAC Chairperson

Approved by:

  
**BELINDA C. ZAFRA**  
Regional Director/Head of the Procuring Entity