

**NATIONAL LABOR REGULATIONS COMMISSION  
ANNUAL PROCUREMENT PLAN FOR FS 2017**

Code P&P	PROCUREMENT PROGRAM / PROJECT	PMO End-User	MODE OF PROCUREMENT	Schedule for Each Procurement Activity					Estimated Budget (Php)			Remarks (brief description of Program of Project)	
				Ads/Post of FIR/REI	Sub/Open of Bids	Notice of Awards	Contract Signing	Source of Funds	Total	MOOE	CO		
<b>A. GOODS AND SERVICES</b>													
1	Provision of Janitorial Services		Public Bidding							25,000.00	25,000.00		
2	Provision of Courier Services for 1 year		Public Bidding							160,000.00	160,000.00		LBC Express
3	Supply and Delivery of Bottled Drinking Water for 1 year	All Employees	Small Value Procurement							10,000.00	10,000.00		as need arises
4	Subscription of Newspaper for NLRC Departments for 1 year		Small Value Procurement							15,000.00	15,000.00		
5	Purchase of ICT Equipment (Computers, printers, projectors, webcam, biometrics, laptop) - Project E-CTS	Admin/adj	Public Bidding							150,000.00		150,000.00	as need arises
6	Purchase of Various Computer Software (MS Office, Software, Anti-Virus, Corel Draw, etc.) Project E-CTS	Admin	Public Bidding							150,000.00		150,000.00	as need arises
7	Purchase of Office Supplies	All Employees	Small Value							200,000.00	200,000.00		
8	Printing of Accountable Forms	Admin/adj	Small Value							3,000.00	3,000.00		
9	Purchase of airline tickets for local travels to various NLRC offices		Small Value Procurement							100,000.00	100,000.00		
10	Purchase of Fuel, Oil and Lubricants		Small Value							10,000.00	10,000.00		
11	Taxes, Duties and Licenses/Insurance Expense (Building & Vehicle)	ELA	Direct Contracting		Thru GIS & BIR					10,000.00	10,000.00		
12	Electricity Services		Direct Contracting		Thru CEPALCO					470,000.00	470,000.00		
13	Water Services		Direct Contracting		Thru Gagayan de Oro Water District					25,000.00	25,000.00		
14	Telephone, Landline		Direct Contracting		Thru PLDT					45,000.00	45,000.00		
15	Internet Subscription		Direct Contracting		Thru PLDT					50,000.00	50,000.00		
16	Leased of TOP Source Building&Diocesan Building	RABX/SUB	Direct Contracting							936,000.00	936,000.00		
17	Leased of Venue for various NLRC training seminars and activities	RABX/SUB	Small Value Procurement							40,000.00	40,000.00		
18	Purchase of food supplies for various NLRC activities	RABX/SUB	Small Value Procurement							20,000.00	20,000.00		

Code PAF	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 of Project)
				Ads/Post of (B/R/E)	Sub/Open of Bids	Notice of Awards	Contract Signing		Total	MOOE	CO	
19	Purchase of other supplies and materials for Construction & electrical		Small Value Procurement						15,000.00	15,000.00		
20	Telephone, Mobile (including the provision of cellcards for the NLRC officials and authorized employees for CY 2017)		Small Value Procurement						30,000.00	30,000.00		
21	Purchase of Medicines		Small Value Procurement						5,000.00	5,000.00		
22	Repair and Maintenance of Motor Vehicles		Direct Contracting						10,000.00	10,000.00		as need arises
23	Repair and Maintenance of equipment of various NLRC Offices		Small Value Procurement						50,000.00	50,000.00		as need arises
24	Procurement of customized T-Shirt in celebration of the NLRC Week		Small Value Procurement						50,000.00	50,000.00		
<b>B. ACTIVITIES &amp; TRAINING PLANS</b>												
1	2017 Year - End Performance Assessment & Corplanning Exercises (Lodging & Food/Supplies/ & Travel Expense)		Small Value Procurement		1st Quarter				30,000.00	30,000.00		
2	WOMEN'S MONTH CELEBRATION AND GAD ACTIVITIES (Food/Honorarium/Supplies)	all employees	Small Value Procurement		1st and 3rd Quarter				20,000.00	20,000.00		
3	CONSOLIDATION WORKSHOP OF FS CY 2016 & TRAINING ON UNIFIED REPORTING SYSTEM (Lodging & Food/Supplies/& Travel Expense)		Small Value Procurement		1st Quarter				15,000.00	15,000.00		
4	COA EXIT CONFERENCE (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter				3,000.00	3,000.00		
5	TEAM BUILDING SEMINAR (Lodging & Food/Honorarium/Supplies & Travel Expense)	all employees	Small Value Procurement		2nd Quarter				35,000.00	35,000.00		
6	ENHANCEMENT TRAINING FOR SHERIFFS (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter				50,000.00	50,000.00		
7	LABOR RELATIONS' WEEK (Food/Supplies)		Small Value Procurement		4th Quarter				10,000.00	10,000.00		

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8	QMS RELATED TRAINING ACTIVITIES (Lodging & Food/Training Fee and Travel Expense)		Small Value Procurement	AS SCHEDULED BY DOLE											
9	Top Management Briefing/Awareness		Small Value Procurement												
10	General Awareness Course		Small Value Procurement												
11	Documents and Records Control Training		Small Value Procurement												
12	Internal Quality Audit Training		Small Value Procurement												
13	Effective Procedure Writing and Workshop		Small Value Procurement												
14	PROGRAM FOR RETIRING OFFICIALS AND EMPLOYEES (Food/Supplies)		Small Value Procurement												
15	DOLE SEMINARS/ACTIVITIES (SPORTSFEST/DOLE ANNIVERSARY/SEMINARS) (Food/Registration/Training Fee/Supplies)	all employees	Small Value Procurement												
											2,802,000.00	2,502,000.00	300,000.00		

Reviewed/Prepared by:  
*I certify that I have reviewed this APP and it is consolidated in accordance with the submitted P&P's*

NORHAYA D. GOLING  
 Supply Officer I

Date: \_\_\_\_\_

Reviewed by Budget Division:  
*I certify that I have reviewed this APP accordance with the Monthly Cash Program/National Expenditure Program*

TERESITA C. TENA  
 Acting Budget Officer

Date: \_\_\_\_\_

Recommending Approval:  
*I certify that I have reviewed this APP and it is recommended for approval.*

SITTIE-NAJERAH D. TALON  
 Accountant

Date: \_\_\_\_\_

Approved:  
*I certify that I have reviewed this APP and it is recommended for approval*

RAMMEX C. TIGLAO  
 Executive Labor Officer

Date: \_\_\_\_\_

PROCUREMENT PROGRAM / PROJECT	PMO End User	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PPP)			Remarks (if description of Program/Project)		
			As/Post of IB/REI	Sub/Open of Bids	Notice of Awards	Contract Signing		Total	MOOE	CO			
Top Management Briefing/Awareness		Small Value Procurement	AS SCHEDULED BY DOLE										
General Awareness Course		Small Value Procurement								30,000.00	30,000.00		
Documents and Records Control Training		Small Value Procurement											
Internal Quality Audit Training		Small Value Procurement											
Effective Procedure Writing and Workshop		Small Value Procurement											
PROGRAM FOR RETIRING OFFICIALS AND EMPLOYEES (Food/Supplies)		Small Value Procurement					10,000.00	10,000.00					
DOLE SEMINARS/ACTIVITIES (SPORTS/FEST/DOLE ANNIVERSARY SEMINARS) (Food/Registration/Training Fees/Supplies)	all employees	Small Value Procurement					20,000.00	20,000.00					
							2,802,000.00	2,802,000.00	300,000.00				

Prepared by \_\_\_\_\_  
I have reviewed this APP and it is consolidated in accordance with the submitted PPAPs

Reviewed by Budget Division:  
I certify that I have reviewed this APP in accordance with the Monthly Cash Program National Expenditure Program  
*[Signature]*  
TERESITA C. TENA  
Acting Budget Officer  
Date: 2/16/2017

Recommending Approval:  
I certify that I have reviewed this APP and it is recommended for approval.  
*[Signature]*  
SITTE-N. REKAMID TALON  
Appointee  
Date: 2/16/2017

Approved:  
I certify that I have reviewed this APP and it is recommended for approval.  
*[Signature]*  
RAMABEX C. TIGLADO  
Executive Labor Arbiter  
Date: 2/16/2017

*[Signature]*  
NOBLENTA R. KOLING  
Supervisor  
Date: 2/16/17