

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**DAVAO REGIONAL OFFICE**  
58 McArthur Highway, Matina Crossing, Davao City  
<http://www.region11.dilg.gov.ph>

**ANNUAL PROCUREMENT PLAN FY 2025**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020301002	Office Supplies - Annex A	DILG RXI	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Quarterly	Quarterly	GoP	2000000	2000000	0	Procurement thru PS-DBM; Local Market
5020301002	Office Supplies - Other Supplies	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	470000	470000	0	Procurement thru Local Market
5020501000	Postage and Deliveries	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	50000	50000	0	Monthly bills for freight & handling
5020502002	Telephone-Landline	DILG RXI	YES	Direct Contracting	N/A	N/A	January-December	January-December	GoP	150000	150000	0	Line of communication thru PLDT w/ monthly bills and rproc bills
5020502002	Telephone-Mobile	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	804000	804000	0	monthly allocation of mobile plan (reg. mooe and rproc)
5020503000	Internet	DILG RXI	YES	Direct Contracting	N/A	N/A	January-December	January-December	GoP	800000	800000	0	monthly bills for internet ; wireless connection
5020504000	Cable	DILG RXI	YES	Direct Contracting	N/A	N/A	January-December	January-December	GoP	50000	50000	0	monthly bills for ready connection
5020309000	Gasoline, Oil and Lubricants	DILG RXI	YES	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	January	January	GoP	1568000	1566000	0	bi-weekly billing for supply of gasoline to various vehicles
5020401000	Water	DILG RXI	YES	Direct Contracting	N/A	N/A	January-December	January-December	GoP	250000	250000	0	monthly bills for water consumption by local water utility
5020402000	Electricity	DILG RXI	YES	Direct Contracting	N/A	N/A	January-December	January-December	GoP	4000000	4000000	0	monthly bills for electricity consumption
5021304001	Repair & Maintenance - Office Building	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	697000	697000	0	repair of office building by scope of work
5021305002	Repair & Maintenance - Office Equipment	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	624000	624000	0	repair & maint. Of aircon; photocopying machine & other emergency services that may arise from time to time
5021306001	Repair & Maintenance - Motor Vehicle	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	1219000	1219000	0	major and minor repairs of motor vehicles ; change tires and batteries and other related repairs
5021202000	Janitorial Services	DILG RXI	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January	January	GoP	864000	864000	0	Provision of janitorial services to regional office
5021203000	Security Services	DILG RXI	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January	January	GoP	700000	700000	0	Provision of security services to regional office
5029902000	Printing and Binding Services	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	1100000	1100000	0	Printing of Annual Report; Tarpauline; Fabrication of Plaques
5029907000	Subscription of newspaper & magazines	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	100000	100000	0	Daily subscription of local and national newspaper
5020101000	Travelling Expenses - Plane fare	DILG RXI	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	January-December	January-December	GoP	3000000	3000000	0	attendance to CO directives; meetings and conferences
5020201002	Conduct of Monthly Provincial/City Conference	Provincial/City Offices	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January-December	January-December	GoP	1297000	1297000	0	Monthly Team Conference of the Provincial/City sub-regional offices

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5020201002	Orientation for Newly-Hired Personnel	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st, 2nd, 3rd,4th Qtr	1st, 2nd, 3rd,4th Qtr	GoP	30000	30000	0	Orientation to determine the personnel level of competency
5020201002	RHMPST Competency Assessment/Deliberation	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	32000	32000	0	Deliberation on recruitment and selection
5020201002	FAD Quarterly Conference	RO - FAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	1st, 2nd, 3rd,4th Qtr	1st, 2nd, 3rd,4th Qtr	GoP	163000	163000	0	Discuss quarterly accomplishments of programs/projects; issues and concerns w/in the Divisions/personnel
5020201002	Conduct of BAC Meetings	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	32000	32000	0	meetings for the procurement of goods & services; infra; CS
5020201002	Learning and Development for FAD Personnel	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	February	February	GoP	90000	90000	0	learning intervention for skills enhancement
5020201002	COA Entrance and Exit Conference	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March, October	March, October	GoP	32000	32000	0	provide a venue for COA to communicate audit results to Mgt comments on findings & recommendation
5020201002	Conduct of SPMS - ROPMT Meetings	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	12000	12000	0	for the calibration of spms ratings of personnel for 2 semesters.
5020201002	MST	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January-December	January-December	GoP	24000	24000	0	for the Regional office monthly activities
5020201002	Attendance to trainings conducted by CSC & other agencies (training fees & others)	RO - FAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September, October	September, October	GoP	13000	13000	0	Conduct of Civil Service Month Celebration; Conduct of Local Government Code Celebration
5020201002	FY 2025 PARANGAL	RO - FAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	December	December	GoP	130095.73	130095.73	0	Year-End performance award program; give due recognition of awards to sub-regional teams & Individuals who demonstrated outstanding work performance
5020201002	Women's Month Celebration	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	22051	22051	0	Conduct of Women's Month
5020201002	Gender Sensitivity Training	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	33600	33600	0	Gender mainstreaming thru GAD-Related Activities
5020201002	Training Orientation on Various GAD Related Policies and Mandates	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May, October	May, October	GoP	38000	38000	0	Conduct of Various GAD Related Policies and Mandates
5020201002	GFPS Meetings	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June	June	GoP	30000	30000	0	Conduct GFPS Capacity Building Activities to accelerate mainstreaming
5020201002	Wellness Activity for Senior Citizens and PWDs	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	38200	38200	0	Gender mainstreaming thru GAD-Related Activities
5020201002	Apprenticeship Program for LGOOs	RO - LGCDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January-December	January-December	GoP	241000	241000	0	Apprenticeship of LGOOs
5020201002	LGCCD Quarterly Conference	RO - LGCDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	1st, 2nd, 3rd,4th Qtr	1st, 2nd, 3rd,4th Qtr	GoP	80000	80000	0	Discuss quarterly accomplishments of programs/projects; issues and concerns w/in the Divisions/personnel
5020201002	Capacity Development Activities for the LGCCD	RO - LGCDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January-December	January-December	GoP	50000	50000	0	Region-Wide
5020201002	LGRR Operations	RO - LGCDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	1st, 2nd, 3rd,4th Qtr	1st, 2nd, 3rd,4th Qtr	GoP	49722.75	49722.75	0	LGRR Operations
5020201002	LTIA Awarding Ceremony	RO - LGMED	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	October	October	GoP	60000	60000	0	Evaluation, recognition and conferment of awards to Outstanding Tagapamayapa at all levels
5020201002	Disaster Preparedness Quarterly Meeting	RO-LGMED	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st, 2nd, 3rd,4th Qtr	1st, 2nd, 3rd,4th Qtr	GoP	19000	19000	0	Conduct of Disaster-Preparedness Meetings

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5020201002	LGMED Quarterly Conference	RO-LGMED	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	1st, 2nd, 3rd Qtr	1st, 2nd, 3rd Qtr	GoP	78000	78000	0	Discuss quarterly accomplishments of programs/projects; issues and concerns w/in the Divisions/personnel
5020201002	Continuing Legal Education	RO-RLSU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	August	August	GoP	182126	182126	0	Updating DILG XI personnel on the latest legal opinions and SC rulings and issuances of other Government agencies
5020201002	Conduct of Regional Management Consultative Conference	RO-PEDPU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	1st, 2nd, 3rd,4th Qtr	1st, 2nd, 3rd,4th Qtr	GoP	100000	100000	0	Quarterly Regional Management Consultative Conference by the Top Mgt, PDs, CD, Cluster heads Division and Unit Chiefs
5020201002	Planning Link Conference	RO-PEDPU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January, September	January, September	GoP	25000	25000	0	Planning Conference for the preparation of the OPB
5020201002	Conduct of Executive Committee (ExeCom) Meeting	RO-PEDPU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January, June	January, June	GoP	28000	28000	0	Meeting with Top Management and Div. Chiefs/ Unit/Section Heads of the Regional Office
5020201002	ORD Quarterly Conference	RO-PEDPU	NO	NP-53.8 Defense Cooperation Agreement	N/A	N/A	1st, 2nd, 3rd,4th Qtr	1st, 2nd, 3rd,4th Qtr	GoP	49126.59	49126.59	0	Discuss quarterly accomplishments of programs/projects; issues and concerns w/in the Divisions/personnel
5060404001	Construction of Two- Storey Davao City Office Building	RO - FAD	YES	Competitive Bidding	October - December 2024	October - December 2024	January	January	GoP	20000000	0	20000000	Construction of Davao City Office Building

PREPARED BY:

REVIEWED BY:

RECOMMENDED BY:

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