

**DEPARTMENT OF LABOR AND EMPLOYMENT  
PROFESSIONAL REGULATION COMMISSION  
Region VIII - Tacloban City  
Annual Procurement Plan for FY 2024 - Non-CSE per NEP**

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/Posting of IB/RE	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)													
100000100001000	Training Expenses	PRC RO 8	NO	NP-53.9 Small Value Procurement	Within 2024	Within 2024	Within 2024	Within 2024	GoP	100,000.00	100,000.00	-	Various in-house and external trainings.
				NP-53.5 Agency to Agency	N/A	N/A	N/A	N/A	GoP				
310100100001000	ICT Office Supplies Expenses	PRC RO 8	NO	NP-53.5 Agency to Agency	N/A	N/A	N/A	N/A	GoP	1,000,000.00	1,000,000.00	-	Various inks, master rolls, and toners for office equipment.
				Shopping	Within 2024	Within 2024	Within 2024	Within 2024	GoP				
				NP-53.9 Small Value Procurement	Within 2024	Within 2024	Within 2024	Within 2024					
310100100001000	Office Supplies Expenses	PRC RO 8	NO	NP-53.5 Agency to Agency	N/A	N/A	N/A	N/A	GoP	1,000,000.00	1,000,000.00	-	This includes common office supplies not included in the DBM-PS in Tacloban City, such as other office supplies, semi-expendable equipment, and consumables.
				Shopping	Within 2024	Within 2024	Within 2024	Within 2024	GoP				
				NP-53.9 Small Value Procurement	Within 2024	Within 2024	Within 2024	Within 2024	GoP				
				Direct Contracting	N/A	N/A	N/A	N/A	GoP				
100000100001000 310100100001000	Fuel, Oil, and Lubricants Expenses	PRC RO 8	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil, and Lubricant (POL) Products & Airline Tickets	N/A	N/A	N/A	N/A	GoP	500,000.00	500,000.00	-	POL requirements of PRC vehicles
100000100001000	Other Supplies and Materials Expenses	PRC RO 8	NO	NP-53.9 Small Value Procurement	Within 2024	Within 2024	Within 2024	Within 2024	GoP	100,000.00	100,000.00	-	For the procurement of tokens, tarpaulins, supplies and other materials for the conduct of various activities of the Regional Office.
100000100001000	Postage and Courier Services	PRC RO 8	NO	NP-53.9 Small Value Procurement	Within 2024	Within 2024	Within 2024	Within 2024	GoP	100,000.00	100,000.00	-	Courier expenses for various documents to be transmitted to various official recipients.
100000100001000	Internet Subscription Expenses	PRC RO 8	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00	-	Provision for internet connection in the Regional Office and Offsite Service Centers
310100100001000	Other Professional Services Expenses	PRC RO 8	NO	NP-53.9 Small Value Procurement	Within 2024	Within 2024	Within 2024	Within 2024	GoP	100,000.00	100,000.00	-	Provision for Third-party ISO Certification Fees of the Regional Office
100000100001000 310100100001000	Security Services	PRC RO 8	NO	Competitive Bidding	Within 2024	Within 2024	Within 2024	Within 2024	GoP	907,000.00	907,000.00	-	Provision for security services in the Regional Office (July 2024 - June 2025).
				Direct Contracting	N/A	N/A	N/A	N/A	GoP				
100000100001000	Repair and Maintenance - Motor Vehicles	PRC RO 8	NO	NP-53.9 Small Value Procurement	Within 2024	Within 2024	Within 2024	Within 2024	GoP	100,000.00	100,000.00	-	Preventive Maintenance of all official vehicles in the Regional Office.
100000100001000	Repair and Maintenance - Other Machinery and Equipment	PRC RO 8	NO	NP-53.9 Small Value Procurement	Within 2024	Within 2024	Within 2024	Within 2024	GoP	100,000.00	100,000.00	-	Preventive Maintenance of essential office equipment in the Regional Office.
100000100001000	Insurance Expenses	PRC RO 8	NO	NP-53.5 Agency to Agency	N/A	N/A	N/A	N/A	GoP	60,000.00	60,000.00	-	Insurance fees of official vehicles of the Regional Office.
310100100001000	Representation Expenses	PRC RO 8	NO	NP-53.9 Small Value Procurement	Within 2024	Within 2024	Within 2024	Within 2024	GoP	200,000.00	200,000.00	-	Representation expenses during official meetings/workshops/oath-taking ceremonies, GAD activities, PRC anniversary, mid-year and year-end planning activities.
100000100001000 310100100002000 310100100002000	Rents - Building and Structures	PRC RO 8	NO	NP-53.10 Lease of Real Property	Within 2024	Within 2024	Within 2024	Within 2024	GoP	4,236,000.00	4,236,000.00	-	Office space rental expenses and lease of venue for various programs of the Regional Office.
Sub-total										8,603,000.00	8,603,000.00	-	-
CAPITAL OUTLAY (CO)													
NONE													

Prepared by:

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(on official travel)

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Certified Funds Available:

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Recommending Approval:

**ATTY. GERARD REYNATO U. LEONIDA**  
RBAC Chairman

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**ALEJO R. OLANIA, JR.**  
RBAC Provisional Member

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Approved by:

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