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NATIONAL LABOR RELATIONS COMMISSION
Regional Arbitration Branch No. 02

Annual Procurement Plan for FY 2016

Code (PAP)	Procurement Program/Proj.	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)		Remarks (brief description of Program)
				Ads/Post of	Sub Open of Bids	Notice of Award	Contract Signing		Total	MOOE CO	
- Transportation and Delivery		Gen. Admin. Services						MOOE	30,000.00	/	
Utility Expenses:											
- Water		All Sections	Exclusive Distributor					MOOE	12,000.00	/	
- Electricity		All Sections	Exclusive Distributor					MOOE	180,000.00	/	
Repairs and Maintenance:											
- Equipment		Gen. Admin. Services						Capital Outlay	10,000.00	/	
- Furniture /Fixtures		Gen. Adm. Services						Capital Outlay	10,000.00	/	
- Motor Vehicles		All Sections						Capital Outlay	12,000.00	/	
- Extraordinary & Miscellaneous expenses		Labor Arbiter						Capital Outlay	132,000.00	/	
Taxes/Insurance & Other Fees											
- Fidelity Bond		Finance/ Sheriffs						Capital Outlay	15,000.00	/	

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				Ads/Post of	Sub Open of Bids	Notice of Award		Contract Signing	Total	MOOE	
	Insurance						Capital Outlay	15,000.00	/		
GRAND TOTAL								Php1,213,600.00			

Prepared by:

Albina C. Siubal
ALBINA C. SIUBAL
Administrative Officer I

NOTED:

MA. LOURDES R. BARICAUA
MA. LOURDES R. BARICAUA
Labor Arbiter
Officer-in-Charge

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				Ads/Post of	Sub Open of Bids	Notice of Award		Contract Signing	Total	
	Supplies Expenses:									
	- Office Supplies	All Sections	Shopping				MOOE	150,000.00	/	
	- Gasoline, oil lubricants	All Sections	Shopping				MOOE	12,000.00	/	
	- Accountable Forms	Finance/ Admin.	Shopping				MOOE	70,000.00	/	
	Communication Expenses:									
	- Postage and Deliveries	All Sections	Exclusive Distributor				MOOE	150,000.00	/	
	- Telephone Landline	All Sections	Exclusive Distributor				MOOE	25,000.00	/	
	- Telephone Mobile	All Sections	Exclusive Distributor				MOOE	32,000.00	/	
	- Internet	All Sections	Exclusive Distributor				MOOE	15,000.00	/	
	- Printing	Gen. Adm. Services	Shopping				MOOE	40,000.00	/	
	- Rent	Gen. Adm. Services	Exclusive Distributor				MOOE	303,600.00	/	

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