


Code PAP	PROCUREMENT PROGRAM /PROJECT	PMO End-User	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Total	Estimated Budget (Php)	CO	Remarks (Brief description of Program of Project)
				Aids/Post of TIB/RET	Sub/Open of Bids	Notice of Awards	Contract Signing					
24	Telephone, Mobile (including the provision of cellcards for the NLRC officials and authorized employees for CY 2017)		Small Value Procurement						159,000.00		based on actual 2016 expenses	
25	Purchase of Medicines		Small Value Procurement									
26	Repair and Maintenance of Motor Vehicles		Direct Contracting									
27	Repair and Maintenance of various NLRC Offices		Small Value Procurement						50,000.00			
28	Repair and Maintenance of equipment of various NLRC Offices		Small Value Procurement						40,000.00			
29	Travelling Expense for COA Mid-Year Assessment Activities & Planning Conference		Small Value Procurement									
30	Procurement of customized T-Shirt in celebration of the NLRC Week		Small Value Procurement						26,000.00		based on actual 2016 expenses	
B. ACTIVITIES & TRAINING PLANS												
1	2017 Year - End Performance Assessment & Corplanning Exercises (Lodging & Food/Supplies/ & Travel Expense)		Small Value Procurement		1st Quarter							
2	EN BANC SESSION (Lodging & Food/Supplies/& Travel Expense)		Small Value Procurement		1st Quarter				50,000.00			
3	WOMEN'S MONTH CELEBRATION AND GAD ACTIVITIES (Food/Honorarium/Supplies)		Small Value Procurement		1st and 3rd Quarter				30,000.00		based on actual 2016 expenses	
4	CONSOLIDATION WORKSHOP OF FS CY 2016 & TRAINING ON UNIFIED REPORTING SYSTEM (Lodging & Food/Supplies/& Travel Expense)		Small Value Procurement		1st Quarter							
5	COMPUTER ENHANCEMENT TRAINING (Food/Honorarium/Supplies)		Small Value Procurement		1st Quarter				30,000.00			
6	ENHANCEMENT SEMINAR FOR ADMINISTRATIVE OFFICERS V (Food/Honorarium/Supplies)		Small Value Procurement		1st Quarter							
7	CAPABILITY-BUILDING SEMINAR FOR BAC MEMBERS ON PROCUREMENT (Food/Honorarium/Supplies)		Small Value Procurement		1st Quarter							
8	GIS PRE-RETIREMENT SEMINAR ON GIS BENEFITS (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter							
9	RECORDS MANAGEMENT PROGRAM (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter							
10	CAPABILITY BUILDING TRAINING FOR BOI & ACC HEARING OFFICERS & SECRETARIAT (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter							
11	COA EXIT CONFERENCE (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter				5,000.00			
12	TEAM BUILDING SEMINAR (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		2nd Quarter				70,000.00			

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)
				Ade/Post of IB/RET	Sub/Open of Bids	Notice of Awards		Contract Signing	Total	
13	SECURITY AND SAFETY COMMITTEE SEMINAR/BOMB THREAT SEMINAR (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter					
14	ENHANCEMENT TRAINING FOR LABOR ARBITRATION ASSOCIATES (Lodging & Food /Honorarium/Supplies & Travel Expense)		Small Value Procurement		2nd Quarter					
15	2017 MID-YEAR PERFORMANCE ASSESSMENT (Lodging & Food/ Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter			40,000.00		based on actual 2016 expenses
16	ENHANCEMENT TRAINING ON SENR FOR NEWLY-DESIGNATED SEADOS/SENA CONCILIATORS-MEDIATOR (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter					
17	ENHANCEMENT TRAINING FOR SHERIFFS (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter					
18	CAPABILITY-BUILDING TRAINING FOR NEWLY APPOINTED STENOGRAPHIC REPORTERS/FRONTLINE STAFF (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter					
19	CAPABILITY-BUILDING PROGRAM FOR LABOR ARBITERS (Lodging & food/ Honorarium/Supplies & Travel Expense) Luzon Group		Small Value Procurement		3rd Quarter					
20	LABOR ARBITERS (Lodging & food/ Honorarium/Supplies & Travel Expense) Visayas & Mindanao Group		Small Value Procurement							
21	LABOR RELATIONS' WEEK (Food/Supplies)		Small Value Procurement		4th Quarter					
22	GENERAL ASSEMBLY (Food/Supplies)		Small Value Procurement		4th Quarter					
23	EXECUTIVE SESSION (Food & Lodging for 7th & 8th Div Participants/Supplies & Travel Expense)		Small Value Procurement							
24	QUALITY MANAGEMENT SYSTEM SEMINAR FOR RABS/DIVISIONS (Lodging & Food/Honorarium/Supplies & Travel expense)		Small Value Procurement							As Scheduled by Chairman / As requested by Presiding Commissioners
25	OMS RELATED TRAINING ACTIVITIES (Lodging & Food/Training Fee and Travel Expense)		Small Value Procurement							As Scheduled by OMS Committee
26	Top Management Briefing/Awareness		Small Value Procurement							
27	General Awareness Course		Small Value Procurement							
	Documents and Records Control Training		Small Value Procurement							
	Internal Quality Audit Training		Small Value Procurement							

AS SCHEDULED BY DOLE

Code P&P	PROCUREMENT PROGRAM / PROJECT	PMO End-User	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Thp)		Remarks (Brief description of Program of Project)
				Add/Post of TB/REI	Sub/Open of Bids	Notice of Awards	Contract Signing		Total	MOOE	
	Effective Procedure Writing and Workshop		Small Value Procurement								
25	RESEARCH PROPOSAL WRITING/TECHNICAL WRITING FOR PERSONNEL PERFORMING RESEARCH FUNCTIONS (Lodging & Food/Training Fee & Travel Expense)		Small Value Procurement		AS SCHEDULED						
26	INDUCTION PROGRAM/ORIENTATION ON ADMINISTRATIVE MATTERS FOR NEWLY APPOINTED OFFICIALS AND EMPLOYEES (Food/Honorarium/Supplies)		Small Value Procurement		AS SCHEDULED						
27	ORIENTATION FOR NEWLY APPOINTED LABOR ARBITERS AD COMMISSION ATTORNEYS (Food/Honorarium/Supplies)		Small Value Procurement		AS SCHEDULED						
28	PROGRAM FOR RETIRING OFFICIALS AND EMPLOYEES (Food/Supplies)		Small Value Procurement		AS SCHEDULED						
29	CSC SEMINARS/ACTIVITIES/HRMO CONVENTION (Lodging & Food/Training fee & Travel Expense)		Small Value Procurement		AS SCHEDULED						
30	DOLE SEMINARS/ACTIVITIES (SPORTSFEST/DOLE ANNIVERSARY/SEMINARS) (Food/Registration/Training Fee/Supplies)		Small Value Procurement		AS SCHEDULED			35,000.00			based on actual 2016 expenses
C. CONSULTANCY SERVICES											
1	Consultant for E-CTS		Direct Contracting								

Reviewed/Prepared by BAC Secretariat:
 I certify that I have reviewed this ATP and it is consolidated in accordance with the submitted PMRs


ALLAN M. RIOSOR
 Acting Supply Officer

Date: _____

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


CORAZON P. HERNANDEZ
 Acting Budget Officer

Date: 02-01-17

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


JEAN B. DOMABOC - MUNEZ
 Executive Clerk of Court

Date: _____

Approved:
 I certify that I have reviewed this ATP and is recommended for approval.


BARRO RODIN YATON
 Presiding Commissioner

Date: _____

National Labor Relations Commission-Eighth Division - Annual Procurement Plan for 2017

Code (PAP)	Procurement Program/Project	PIAO/	End-User	Mode of Procurement	Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual Award	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	Estimated Budget (PAP)	CO	Remarks (brief description of Program/Project)
	COURIER SERVICES INTERNET SERVICES JANITORIAL SERVICES ELECTRICITY SERVICES TRAINING SEMINAR SERVICES																MOOE MOOE MOOE MOOE	470,000.00 81,000.00 134,000.00 540,000.00 150,000.00	470,000.00 81,000.00 134,000.00 540,000.00 150,000.00		
	CLERICAL TABLE NEW OFFICE SUPPLIES REPAIR & MAINTENANCE																CO MOOE	92,000.00 400,000.00	400,000.00	92,000.00	
	FUEL & LUBRICANTS NEWSPAPER WATER REPIII																MOOE MOOE MOOE	140,000.00 8,000.00 41,740.50 39,000.00	140,000.00 8,000.00 41,740.50 39,000.00		
	COMPUTER SET W/ SPEAKER Senior Exec. Chair & Exec. Chair STEEL CABINET (2 DRAWER)																CO CO CO	120,000.00 41,730.00 23,320.00	120,000.00 41,730.00 23,320.00		

DEFINITION

1. PROGRAM (BESF)- A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
2. PROJECT (BESF)- Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
3. PMO/End User - Unit as proponent of program or project.
4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5. Schedule for Each Procurement Activity - Major procurement activities (pre-procurement conference, advertising/posting, pre-bid conference, eligibility screening, submission and receipt of bids, bid evaluation, post qualification, award of contract, contract preparation), deliver/completion and acceptance/turnover.
6. Source of Funds - Whether GOP, Foreign Assisted or Special Purpose Fund
7. Estimated Budget - Agency approved estimate of project/program costs
8. Remarks - brief description of program or project

Remarks Programs and projects should be aligned with budget documents.
Breakdown into moe and co for tracking
At least one remark that will help

PREPARED BY
ALLAN H. RESOR
Acting Supply Officer

