

Department of Labor and Employment  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
 Regional Welfare Office-XII  
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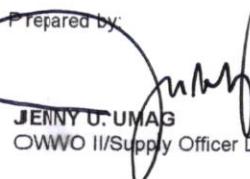
**CY 2021 ANNUAL PROCUREMENT PLAN**

Code	Program Activity/Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity											Source of Funds	Estimated Budget Php				Remarks/Activity (Brief Description of Program/Project)	
				Pre-Con Conf	Ads/ Post of ITB	Pre-Bid Conf	Sub/ Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Not ice to Pro ceed	Delivery/ Completion	Acceptance Turnover		PS	MOOE	CO	PF		
<b>PROGRAMS &amp; SERVICES</b>																					
<b>A.1 Family Development Support Program</b>																					
a.1.1	Professional Services of Family Welfare Officers	PSD	Not Applicable	With approved Multi-Year Obligational Authority. To renew the services of the existing service provider. Newly hired perssonel upon approval of OWWA Administrator											GF					-	Hiring of four (6) Family Welfare Officers (FWO) as frontliners in implementing OWWA's Programs & Services in their respective assigned provinces
a.1.2	Conduct of Capability Building Training for OFCs/OFWs	PSD	NP - SVP	1st Quarter to 4th Quarter											GF				1,213,154.09	Includes training on value formation, organizational development , financial Literacy and entrepreneurial development to OFCs, OFWs & Families/Dependents	
A.2	<b>Learning Support to Scholars</b>	PSD	NP - SVP	1st Quarter to 2nd Quarter											GF				493,804.06	Conduct of Regionwide Parents/Scholars' Orientation, Summer Camp & Families Left Behind Programs	
A.3	<b>Conduct of Capability Building Training for LGU/PESO Partners</b>	PSD	NP - SVP	1st Quarter to 4th Quarter											GF				730,675.00	Trainings and other related activities/projects for PODO partners at LGUs	
<b>A.4 Trainings and Scholarship Grants (Short Term Course)</b>																					
a.4.1	Information Technology Training Program	PSD	NP - SVP	1st Quarter to 4th Quarter															272,250.00		
<b>A.5 Implementation of Reintegration Services Program</b>																					
a.5.1	Balik Pinas, Balik Hanapbuhay Program	PSD	NP - SVP	1st Quarter to 4th Quarter											GF				13,051,953.14	Financial assistance amounting to P20,000.00 , P10,000.00 / P 5,000.00 granted to distressed and displaced returning member - OFWs whether active or non-active	
a.5.2	Educational and Livelihood Support Assistance Programs (ELAP)	PSD	NP - SVP	1st Quarter to 4th Quarter											GF				705,000.00	A livelihood assistance of P15,000 granted to surviving spouse/beneficiary of active OFW member	

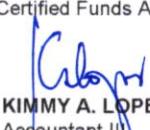
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a.5.3	TULONG PUSO	PSD	N/A	1st Quarter to 2nd Quarter											Jan - June					12,419,843.95	A grant livelihood assistance to OFCs/OFW groups who were displaced due to Covid 19			
			NP - SVP																	253,466.00	Administrative Cost			
<b>A.6 Pre-Departure Orientation Program</b>																								
a.6.1	Professional Services of PDOS Instructor																					NO ALLOCATION/APPROVED BUDGET		
a.6.2	Professional Services of CPDEP (Arabic) Instructor																					NO ALLOCATION/APPROVED BUDGET		
<b>A.7 Information Literacy Program</b>																								
a.7.1	Professional Services of IT Instructor	PSD	Not Applicable	With approved Multi-Year Obligational Authority. To renew the services of the existing service provider. Newly hired personnel upon approval of OWWA Administrator											Jan - Dec									This computer literacy program provides OFWs and their families training and access to technology intended to bridge the communication gap between OFWs and his/her family and allow them to communicate with each other through internet. Further, this program also aims to upgrade their IT skills
a.7.2	Common Office Supplies for IT	PSD	NP - SVP	1st Quarter to 4th Quarter											Jan - Dec						82,000.00			
a.7.3	Utilities Provider & Repair & Maintenance of IT Equipments	PSD	NP - SVP	As the need arises											Jan - Dec									
a.7.4	Rental	PSD	Not Applicable	With approved Multi-Year Obligational Authority											Jan - Dec									
<b>A8 CORP COMPONENTS</b>																								
a8.1	Information Caravan on Reintegration	PSD	NP - SVP	3rd Quarter																		339,711.61		
a8.2	FORA/Conference on Reintegration	PSD	NP - SVP	3rd Quarter																		166,231.96		
a8.3	National Congress for Stakeholders	PSD	NP - SVP	3rd Quarter																		106,924.93		
<b>A9 MEMBERSHIP PROMOTION</b>																								
a8.1	Information Caravan	PSD	NP - SVP	1st Quarter to 4th Quarter																			128,040.00	

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<b>ADMINISTRATIVE &amp; FINANCIAL SERVICES</b>																									
<b>B.1</b>	<b>Communication</b>																								
b.1.1	Telecommunication Services																								
	a. Landline	AFU	Not Applicable	To renew the services of the existing service provider					Jan - Dec								43,200.00				OWWA office telephone requirements				
	b. Cellular Phone Lines			With approved Multi-Year Obligational Authority. To renew the services of the existing service provider.					Jan - Dec								73,800.00				Provision of cellular phone lines for OWWA XII Director and two (2) Hotline numbers for Programs & Services				
b.1.3	Internet Service Provider	AFU	Not Applicable	To renew the services of the existing service provider					Jan - Dec								7,471.00				OWWA office internet connection				
b.1.4	Courier Services	AFU	Not Applicable	To renew the services of the existing service provider					Jan - Dec								-				Courier services for mailing of documents to central office and other agencies				
<b>B.2</b>	<b>Repair &amp; Maintenance-Motor Vehicles</b>																								
b.2.1	Replacement of tires for Office Vehicle (Hi-Lux & Crosswind)	AFU	NP - SVP	4th Quarter					Dec								132,000.00				Replacement of four (4) new tires for Toyota Hi-Lux and Isuzu Crosswind				
b.2.2	Motor Vehicles	AFU	NP - SVP	As the need arises. Delegated to Administrative Service					Jan - Dec								68,203.00				Preventive maintenance for the (3) Unit Vehicles				
<b>B.3</b>	<b>Rent</b>	AFU	Not Applicable	With approved Multi-Year Obligational Authority					Jan - Dec								954,290.00				With existing Contract of Lease to Lessor				
<b>B.4</b>	<b>Utilities</b>																								
b.4.1	Drinking Water	AFU	Direct Contracting	Not Applicable					Jan - Dec								8,400.00				OWWA XII office drinking water supply				
b.4.2	Water Connection Services	AFU	Direct Contracting	Not Applicable					Jan - Dec								123,334.00				OWWA XII office water supply				
b.4.3	Electricity Services	AFU	Direct Contracting	Not Applicable					Jan - Dec								144,763.00				OWWA XII office power supply				
<b>B.5</b>	<b>Staff Development</b>	AFU & PSD	NP-SVP	1st Quarter to 4th Quarter					Mar, Jun, Sep & Dec								206,542.00				Training development and activities for OWWA XII staff				
<b>B.6</b>	<b>Extraordinary/Miscellaneous</b>	AFU	Not Applicable	As the need arises. Delegated to Administrative Service					Jan - Dec								173,765.00								
<b>B.7</b>	<b>Fidelity Bonds</b>	AFU	NP - Agency to Agency	As the need arises. Delegated to Administrative Service					Jan - Dec								19,958.00								
<b>B.8</b>	<b>Professional Services</b>																								
b.8.1	Driver	AFU	Not Applicable	With approved Multi-Year Obligational Authority. To renew the services of the existing service provider. Newly hired perssonel upon approval of OWWA Administrator					Jan - Dec								-				OWWA XII support staff				
b.8.2	Janitorial Services	AFU	Not Applicable						Jan - Dec												185,594.00				OWWA XII support staff
b.8.3	Messengerial Services	AFU	Not Applicable						Jan - Dec												-				OWWA XII support staff
b.8.4	Administrative Assistant	AFU	Not Applicable						Jan - Dec												-				OWWA XII support staff
b.8.5	Front Desk Officer	AFU	Not Applicable						Jan - Dec												-				OWWA XII support staff
b.8.6	Security Guard	AFU	Not Applicable						Jan - Dec												956,806.00				OWWA XII support staff
b.8.7	Labor Communication Officer	AFU	Not Applicable						Jan - Dec												-				OWWA XII support staff
b.8.8	Clerk	AFU & PSD	Not Applicable						Jan - Dec												-				OWWA XII support staff
b.8.9	FWO	PSD	Not Applicable						Jan - Dec												-				OWWA XII support staff
b.8.10	Medical Retainer	PSD	Not Applicable						Jan - Dec												40,000.00				OWWA XII support staff
<b>B.9</b>	<b>Insurance of PPE</b>																								
b.9.1	Registration and Insurance of Motor Vehicles	AFU	NP - Agency to Agency	Not Applicable					Jan - Dec								38,455.00				Registration and Insurance Coverage of OWWA Vehicles				
b.9.2	Insurance of Equipments & Fixtures	AFU	NP - Agency to Agency	Not Applicable					Jan - Dec								11,924.00				Insurance of all OWWA properties including furniture, fixtures and equipments				
<b>B.10</b>	<b>Repair &amp; Maintenance-Facilities, Fixtures &amp; Equipments</b>	AFU	NP - SVP	As the need arises. Delegated to Administrative Service					Jan - Dec								41,189.00				Repair and maintenance of office equipments and fixtures				
<b>B.11</b>	<b>Gasoline, Oil &amp; Other Lubricants</b>	AFU	Direct Contracting	To renew the services of the existing service provider					Jan - Dec								363,361.00				OWWA XII gasoline supply for two (3) office vehicles				

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<b>B.12 Subscription</b>																				
b.12.1	Cable Television	AFU	Not Applicable	To renew the services of the existing service provider								Jan - Dec		GF						OWWA XII office cable connection
b.12.2	Newspaper	AFU	Not Applicable	To renew the services of the existing service provider								Jan - Dec		GF						OWWA XII office one (1) newspaper subscription
<b>B.13 Common Office &amp; Janitorial Supplies</b>																				
b.13.1	Consumables for Gestetner & Fuji Photocopier	AFU	NP - Exclusive Distributorship	As the need arises. Delegated to Administrative Service								Jan - Dec		GF						Toner and drumkit for the two (2) Photocopier
b.13.2	Consumables for EPSON Printers	AFU	NP - SVP	1st Quarter to 4th Quarter								Jan - Dec		GF		6,359.00				Consumabales for printing of various documents
b.13.3	Common Office & Janitorial Supplies	AFU	NP - SVP	1st Quarter to 4th Quarter								Jan - Dec		GF						Consumabales for printing of various documents
<b>CAPITAL OUTLAY</b>																				
C.1																			<b>NO APPROVED BUDGET</b>	
<b>GRAND TOTAL</b>													-	<b>3,599,414.00</b>	-	<b>29,963,054.74</b>				

Prepared by:  
  
**JENNY U. UMAG**  
 OWWO II/Supply Officer Designate  
 Date: \_\_\_\_\_

[ ] Approved  
 [ ] Disapproved  
  
**MARILOU M. SUMALINOG**  
 OIC - Regional Director  
 Date: \_\_\_\_\_

Certified Funds Available:  
  
**KIMMY A. LOPEZ**  
 Accountant II  
 Date: \_\_\_\_\_