



Republic of the Philippines  
Department of Migrant Workers  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Unit 8C, Marc 2000 Tower 1973 Taft Ave. Cor. San Andres St. Malate, Manila  
Tel. Nos. 8353-9016 / Telefax: 8353-8986

**Annual Procurement Plan for FY 2024**

Code / (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	2023 NEP LEVEL			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
	CAPITAL OUTLAY											
1060502000	Office Equipment	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	157,995.00	157,995.00		
1060503000	ICT Equipment	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	878,000.00	878,000.00		
								Sub-Total:	1,035,995.00	1,035,995.00		
	I. TRAVELLING EXPENSE											
5020101000	Travelling Expenses - Local	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	2,100,000.00	2,100,000.00		With 5% increase and will be utilized for per diem, air fare, and other travelling expenses
								Sub-Total:	2,100,000.00	2,100,000.00		
	II. TRAINING AND SCHOLARSHIP											
5020201002	Training Expenses	Mimaropa Region	Shopping	Within the year FY 2024				GoP/GAA	500,000.00	500,000.00		250,000 per activity (MYPA, YEPA, and Staff Development)
								Sub-Total:	500,000.00	500,000.00		
	III. OFFICE SUPPLIES											
50203010 00	OFFICE SUPPLIES EXPENSES	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	1,000,000.00	1,000,000.00		Additional supplies for COA and additional employees
50203020 00	ACCOUNTABLE FORMS EXPENSES	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	18,000.00	18,000.00		(30 Booklets X P600) (20 for OWWA, 10 for GAA)
50203070 00	DRUGS AND MEDICINES EXPENSES	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	-			
50203990 00	OTHER SUPPLIES AND MATERIALS EXPE	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	190,000.00	190,000.00		
50203220 01	SEMI-EXPENDABLE - FURNITURE & FIXTU	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	140,000.00	140,000.00		
50203210 02	SEMI-EXPENDABLE - OFFICE EQUIPMENT	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	423,000.00	423,000.00		
50203210 03	SEMI-EXPENDABLE - ICT EQUIPMENT	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	330,000.00	330,000.00		
								Sub-Total:	2,101,000.00	2,101,000.00		
	IV. FUEL, OIL AND LUBRICANTS											
5020309000	Fuel, Oil, and Lubricants Expenses	Mimaropa Region	Shopping/SVP/Direct Contracting	Within the year FY 2024				GoP/GAA	254,000.00	254,000.00		P1000 cost of gasoline x 254 working days
								Sub-Total:	254,000.00	254,000.00		
	V. COMMUNICATION SERVICES											




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5020501000	Postage and Courier Services	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	120,000.00	120,000.00		500 per postage * 5 provinces * 4 weeks * 12 months
5020502001	Telephone - Mobile	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	128,400.00	128,400.00		(P10,700*12) 1,800 Director, 1200 PSD, 500 Regular, 300 FWO, 200 Job Order
5020502002	Telephone - Landline	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	120,000.00	120,000.00		2 in region; 1 in province (10000*12)
5020503000	Internet Subscription Expenses	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	228,000.00	228,000.00		5 provinces with internet connection (19000*12)
Sub-Total:								596,400.00	596,400.00			
	VI. UTILITY SERVICES			Within the year FY 2024				GoP/GAA	204,000.00	204,000.00		Ormin-Average (700+3000)/2=2000X12=24000 MARC-new office 10,000-15000 per mo= 10,000+15,000 Ormin-Average(4,000-8000 per month)= P8,000*12=P96,000.00 MARC-Average (26000-31,000 per month)=
5020401000	Water Expenses	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	636,000.00	636,000.00		
5020402000	Electricity Expenses	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	840,000.00	840,000.00		
Sub-Total:								840,000.00	840,000.00			
	VII. PROFESSIONAL & NON PROFESSIONAL SERVICES			Within the year FY 2024				GoP/GAA	659,703.66	659,703.66		In anticipation increase in minimum wage
5021502000	General Services - Janitorial	Mimaropa Region	NP-53.9 - Small Value Procurement	Within the year FY 2024				GoP/GAA	300,000.00	300,000.00		
5021199000	Prof - Other Professional Services	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	5,871,312.00	5,871,312.00		Please consider: Salary Rate for respective SGs for 2023
5021299099	General Services - Other GS	Mimaropa Region	NP-53.9 - Small Value Procurement	Within the year FY 2024				GoP/GAA	6,831,015.66	6,831,015.66		
Sub-Total:								6,831,015.66	6,831,015.66			
	VIII. REPAIRS AND MAINTENANCE			Within the year FY 2024				GoP/GAA	100,000.00	100,000.00		
5021305001	RM - Machinery	Mimaropa Region	NP-53.9 - Small Value Procurement	Within the year FY 2024				GoP/GAA	200,000.00	200,000.00		
5021306001	RM - Transportation MV	Mimaropa Region	NP-53.9 - Small Value Procurement	Within the year FY 2024				GoP/GAA	300,000.00	300,000.00		
Sub-Total:								300,000.00	300,000.00			
	IX. TAXES DUTIES AND OTHER FEES			Within the year FY 2024				GoP/GAA	52,537.50	52,537.50		Bond of Accountable Officers
50215020 00	Fidelity Bond Premium	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	5,852.00	5,852.00		registration and renewal of motor vehicle licenses
5021501001	Taxes, Duties and Licenses	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	47,042.34	47,042.34		insurance of PPE & MV
5021503000	Insurance Expense	Mimaropa Region	Direct Contracting	Within the year FY 2024				GoP/GAA	105,431.84	105,431.84		
Sub-Total:								105,431.84	105,431.84			

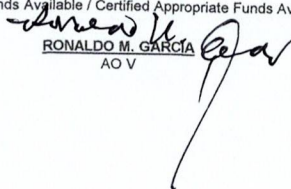
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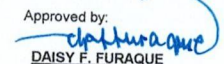
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	<b>X. OTHER MAINTENANCE AND OPERATING EXPENSES</b>											
5029901000	Advertising, Promotional and Marketing Expenses	Mimaropa Region	Direct Contracting		Within the year FY 2024			GoP/GAA	200,000.00	200,000.00		
50299020 00	Printing and Publication	Mimaropa Region	Direct Contracting		Within the year FY 2024			GoP/GAA	10,000.00	10,000.00		For outdoor advertisement of OWWA Programs and Services (e.g. Billboard)
50299030 00	Representation Expenses	Mimaropa Region	NP-53.9 - Small Value Procurement		Within the year FY 2024			GoP/GAA	262,500.00	262,500.00		For print ads of 4B accomplishment
5029905001	Rent/Lease Expenses - Rents - Buildings and Structures	Mimaropa Region	P-53.10 Lease of Real Property and Ven		Within the year FY 2024			GoP/GAA	4,490,387.79	4,490,387.79		with additional rental, condo dues, and parking for unit 8-D
5029905001	Venue Rentals for skills training, institutional events and other activities	Mimaropa Region	P-53.10 Lease of Real Property and Ven		Within the year FY 2024			GoP/GAA	350,000.00	350,000.00		
5029904000	Transportation and Delivery Expenses	Mimaropa Region	Direct Contracting		Within the year FY 2024			GoP/GAA	48,000.00	48,000.00		For RFID/Toll Expenses
								Sub-Total:	5,360,887.79	5,360,887.79		
								GRAND TOTAL:	20,024,730.29	20,024,730.29	-	

Recommended for Approval

  
ROMANITO A. FRIAS  
SAO DESIGNATE

Certified Funds Available / Certified Appropriate Funds Available:

  
RONALDO M. GARCIA  
AO V

Approved by:  
  
DAISY F. FURAQUE  
Officer-In-Charge, OWWA MIMAROPA