

Department of Labor and Employment  
OVERSEAS WORKERS WELFARE ADMINISTRATION  
Regional Welfare Office-XII

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**CY 2021 ANNUAL PROCUREMENT PLAN**

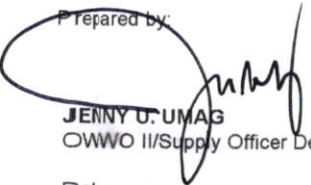
Code	Program Activity/Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity										Source of Funds	Estimated Budget Php				Remarks/Activity (Brief Description of Program/Project)
				Pre-Con Conf	Ads/ Post of ITB	Pre-Bid Conf	Sub/ Open of Bids	Bid Evaluati on	Post Qual	Notice of Award	Contract Signing	Not ice to Pro ceed	Delivery/ Completion		Acceptance Turnover	PS	MOOE	CO	
PROGRAMS & SERVICES																			
A.1	Family Development Support Program																		
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							Jan - Dec		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							Jan - Dec		GF				1,213,154.09	Includes training on value formation, organizational development , financial Literacy and entrepreneurial development to OFCs, OFWs & Families/Dependents	
A.2	Learning Support to Scholars	PSD	NP - SVP	1st Quarter to 2nd Quarter							Mar - Apr		GF				493,804.06	Conduct of Regionwide Parents/Scholars' Orientation, Summer Camp & Families Left Behind Programs	
A.3	Conduct of Capability Building Training for LGU/PESO Partners	PSD	NP - SVP	1st Quarter to 4th Quarter							Jan - Dec		GF				730,675.00	Trainings and other related activities/projects for PODO partners at LGUs	
A.4	Trainings and Scholarship Grants (Short Term Course)																		
a.4.1	Information Technology Training Program	PSD	NP - SVP	1st Quarter to 4th Quarter							Jan - Dec						272,250.00		
A.5	Implementation of Reintegration Services Program																		
a.5.1	Balik Pinas, Balik Hanapbuhay Program	PSD	NP - SVP	1st Quarter to 4th Quarter							Jan - Dec		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							Jan - Dec		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	
A.6	Pre-Depatrrure Orientation Program																				
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	
A.7	Information Literacy Program																				
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 perssonel upon approval of OWWA Administrator										Jan - Dec		GF				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		GF			82,000.00		
a.7.3	Utilities Provider & Repair & Maintenance of IT Equipments	PSD	NP - SVP	As the need arises										Jan - Dec		GF					
a.7.4	Rental	PSD	Not Applicable	With approved Multi-Year Obligational Authority										Jan - Dec		GF					
A8	CORP COMPONENTS																				
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	
A9	MEMBERSHIP PROMOTION																				
a8.1	Information Caravan	PSD	NP - SVP	1st Quarter to 4th Quarter																128,040.00	

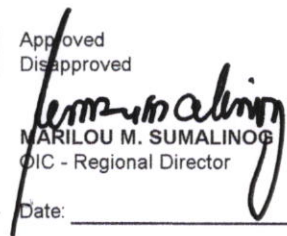
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ADMINISTRATIVE & FINANCIAL SERVICES																				
B.1	Communication																			
b.1.1	Telecommunication Services																			
	a. Landline	AFU	Not Applicable	To renew the services of the existing service provider					Jan - Dec			GF	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			GF	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			GF	-				Courier services for mailing of documents to central office and other agencies			
B.2	Repair & Maintenance-Motor Vehicles																			
b.2.1	Replacement of tires for Office Vehicle (Hi-Lux & Crosswind)	AFU	NP - SVP	4th Quarter					Dec			GF	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			GF	68,203.00				Preventive maintenance for the (3) Unit Vehicles			
B.3	Rent	AFU	Not Applicable	With approved Multi-Year Obligational Authority					Jan - Dec			GF	954,290.00				With existing Contract of Lease to Lessor			
B.4	Utilities																			
b.4.1	Drinking Water	AFU	Direct Contracting	Not Applicable					Jan - Dec			GF	8,400.00				OWWA XII office drinking water supply			
b.4.2	Water Connection Services	AFU	Direct Contracting	Not Applicable					Jan - Dec			GF	123,334.00				OWWA XII office water supply			
b.4.3	Electricity Services	AFU	Direct Contracting	Not Applicable					Jan - Dec			GF	144,763.00				OWWA XII office power supply			
B.5	Staff Development	AFU & PSD	NP-SVP	1st Quarter to 4th Quarter					Mar, Jun, Sep & Dec			GF	206,542.00				Training development and activities for OWWA XII staff			
B.6	Extraordinary/Miscellaneous	AFU	Not Applicable	As the need arises. Delegated to Administrative Service					Jan - Dec			GF	173,765.00							
B.7	Fidelity Bonds	AFU	NP - Agency to Agency	As the need arises. Delegated to Administrative Service					Jan - Dec			GF	19,958.00							
B.8	Professional Services																			
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			GF	-				OWWA XII support staff			
b.8.2	Janitorial Services	AFU	Not Applicable						Jan - Dec			GF	185,594.00				OWWA XII support staff			
b.8.3	Messengerial Services	AFU	Not Applicable						Jan - Dec			GF	-				OWWA XII support staff			
b.8.4	Administrative Assistant	AFU	Not Applicable						Jan - Dec			GF	-				OWWA XII support staff			
b.8.5	Front Desk Officer	AFU	Not Applicable						Jan - Dec			GF	-				OWWA XII support staff			
b.8.6	Security Guard	AFU	Not Applicable						Jan - Dec			GF	956,806.00				OWWA XII support staff			
b.8.7	Labor Communication Officer	AFU	Not Applicable						Jan - Dec			GF	-				OWWA XII support staff			
b.8.8	Clerk	AFU & PSD	Not Applicable						Jan - Dec			GF	-				OWWA XII support staff			
b.8.9	FWO	PSD	Not Applicable						Jan - Dec			GF	-				OWWA XII support staff			
b.8.10	Medical Retainer	PSD	Not Applicable						Jan - Dec			GF	40,000.00				OWWA XII support staff			
B.9	Insurance of PPE																			
b.9.1	Registration and Insurance of Motor Vehicles	AFU	NP - Agency to Agency	Not Applicable					Jan - Dec			GF	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			GF	11,924.00				Insurance of all OWWA properties including furniture, fixtures and equipments			
B.10	Repair & Maintenance-Facilities, Fixtures & Equipments	AFU	NP - SVP	As the need arises. Delegated to Administrative Service					Jan - Dec			GF	41,189.00				Repair and maintenace of office equipments and fixtures			
B.11	Gasoline, Oil & Other Lubricants	AFU	Direct Contracting	To renew the services of the existing service provider					Jan - Dec			GF	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		6,359.00			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					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																		NO APPROVED BUDGET	
<b>GRAND TOTAL</b>														-	3,599,414.00	-	29,963,054.74		

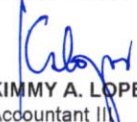
Prepared by:  
  
**JENNY U. UMAG**  
 OWWO II/Supply Officer Designate

Date: \_\_\_\_\_

[ ] Approved  
 [ ] Disapproved  
  
**MARILOU M. SUMALINO**  
 OIC - Regional Director

Date: \_\_\_\_\_

Certified Funds Available:

  
**KIMMY A. LOPEZ**  
 Accountant II

Date: \_\_\_\_\_