

Department of Labor and Employment
OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office-XII
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CY 2020 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	Notice to Proceed	Delivery/ Completion	Acceptance Turnover		PS	MOOE	CO	PF	
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 personnel 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					1,239,770.00	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					312,500.00	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					664,300.00	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								204,500.00	
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					12,000,000.00	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	TJLONG PUSO	PSD	N/A	1st Quarter to 2nd Quarter									Jan - June					-	A grant livelihood assistance to OFCs/OFW groups who were displaced due to Covid 19	
			NP - SVP															-	Administrative Cost	
A. 6	Pre-Departure Orientation Program																			
a.6.1	Professional Services of PCOS Instructor																		-	NO ALLOCATION/APPROVED BUDGET
a.6.2	Professional Services of CDEP (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 personnel 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				-	
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	CCRP COMPONENTS																			
a8.1	Information Caravan on Reintegration	PSD	NP - SVP	3rd Quarter															339,000.00	
a8.2	FORA/Conference on Reintegration	PSD	NP - SVP	3rd Quarter															182,000.00	
a8.3	National Congress for Stakeholders	PSD	NP - SVP	3rd Quarter															100,000.00	
A9	MEMBERSHIP PROMOTION																			
a8.1	Information Caravan	PSD	NP - SVP	1st Quarter to 4th Quarter															116,400.00	

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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		30,000.00			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				120,000.00		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		-		OWWA office internet connection				
b.1.4	Courier Services	AFU	Not Applicable	To renew the services of the existing service provider						Jan - Dec		GF		30,000.00		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		36,270.00		Preventive maintenance for the (3) Unit Vehicles				
B.3	Rent	AFU	Not Applicable	With approved Multi-Year Obligational Authority						Jan - Dec		GF		1,248,000.00		With existing Contract of Lease to Lessor				
B.4	Utilities																			
b.4.1	Drinking Water	AFU	Direct Contracting	Not Applicable						Jan - Dec		GF		7,800.00		OWWA XII office drinking water supply				
b.4.2	Water Connection Services	AFU	Direct Contracting	Not Applicable						Jan - Dec		GF		123,934.00		OWWA XII office water supply				
b.4.3	Electricity Services	AFU	Direct Contracting	Not Applicable						Jan - Dec		GF		158,225.00		OWWA XII office power supply				
B.5	Staff Development	AFU & PSD	NP-SVP	1st Quarter to 4th Quarter						Mar, Jun, Sep & Dec		GF		160,000.00		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		-						
B.7	Fidelity Bonds	AFU	NP - Agency to Agency	As the need arises. Delegated to Administrative Service						Jan - Dec		GF		49,300.00						
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 perssnel 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		275,325.00		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		35,000.00		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		44,120.00		Registration and Insurance Coverage of OWWA Vehicles				
b.9.2	Insurance of Equipments & Fixtures	AFU	NP - Agency to Agency	Not Applicable						Jan - Dec		GF		15,500.00		Insurance of all OWWA properties including furniture, fixtures and equipments				

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B.10	Repair & Maintenance-Facilities, Fixtures & Equipments	AFU	NP - SVP	As the need arises. Delegated to Administrative Service										Jan - Dec	GF	88,397.00			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	300,411.00			OWWA XII gasoline supply for two (3) office vehicles		
B.12 Subscription																					
b.12.1	Cable Television	AFU	Not Applicable	To renew the services of the existing service provider										Jan - Dec	GF	165,360.00			OWWA XII office cable connection		
b.12.2	Newspaper	AFU	Not Applicable	To renew the services of the existing service provider										Jan - Dec	GF	34,635.00			OWWA XII office one (1) newspaper subscription		
B.13 Common Office & Janitorial Supplies																					
b.13.1	Consumables for Gestetner & Fuji Photocopier	AFU	NP - Exclusive Distributorship	As the need arises. Delegated to Administrative Service										Jan - Dec	GF	332,000.00			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		
CAPITAL OUTLAY																					
C.1																			NO APPROVED BUDGET		
GRAND TOTAL														-	3,571,871.00	-	15,863,470.00				

Prepared by:

JENNY U. UMAG
OWWO II/Supply Officer Designate

Date: _____

☒ Approved
☐ Disapproved

KRISTINE MARIE H. SISON
OIC - Regional Director

Date: _____

Certified Funds Available:

KIMMY A. LOPEZ
Accountant II

Date: _____