

# OVERSEAS WORKERS WELFARE ADMINISTRATION

## Regional Welfare Office VI

3rd Floor, Robinsons Place Iloilo, Iloilo City

### Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Program/Activity/Project	PMO/End-User	Is this an Early Procurement Activity	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
					Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>A.</b>	<b>TRAVEL</b>												
a.1	Local Travel	RWO 6	No	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	as per schedule within the CY 2025 (Monthly)				GAA	421,957.91	421,957.91		Ticket(s) in Transportation of OWWA Officials/Employees during seminars/trainings. Travel to satellite office in Bacolod. Per EO 77 increased in DTE,
<b>B.</b>	<b>TRAINING AND SCHOLARSHIP EXPENSES</b>												
b.1	Training Expenses	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (April 2025)				GAA	139,804.04	139,804.04		For staff training/seminar and scholars counseling, values re-orientation training which include trainers fees, venues, and materials in Iloilo and Bacolod. Per EO 77 increased in DTE.
<b>C.</b>	<b>SUPPLIES AND MATERIALS EXPENSES</b>												
c. 1.1	Office Supplies Expenses (1st Quarter)	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (1st Quarter-Monthly)				GAA	125,101.03	125,101.03		Purchase of Common-Use Supplies and Equipment for FY 2025 (APP-CSE)
c. 1.2	Office Supplies Expenses (2nd Quarter)	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (2nd Quarter-Monthly)				GAA	86,608.41	86,608.41		Purchase of Common-Use Supplies and Equipment for FY 2025 (APP-CSE)
c. 1.3	Office Supplies Expenses (3rd Quarter)	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (3rd Quarter-Monthly)				GAA	144,347.34	144,347.34		Purchase of Common-Use Supplies and Equipment for FY 2025 (APP-CSE)
c. 1.4	Office Supplies Expenses (4th Quarter)	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (4th Quarter-Monthly)				GAA	125,101.03	125,101.03		Purchase of Common-Use Supplies and Equipment for FY 2025 (APP-CSE)
c.2	Accountable Forms Expenses	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Quarterly)				GAA	20,179.15	20,179.15		
c.3	Non-Accountable Forms	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Quarterly)				GAA	50,000.00	50,000.00		
c.4	Fuel, Oil and Lubricants Expenses	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)				GAA	546,022.63	546,022.63		Repatriation of OFWs, Balik Pinas Balik Hanap Buhay Evaluation in Panay and Negros Occidental.

c. 5	Other Supplies & Materials Expenses	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	GAA	201,444.24	201,444.24		
c. 6	Semi Expendable - Furniture & Fixture	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (May 2025, Aug 2025, Nov 2025)	GAA	165,825.00	165,825.00		
c. 7	Semi Expendable - Office Equipment	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (May 2025, Aug 2025, Nov 2025)	GAA	31,178.50	31,178.50		
c. 8	Semi Expendable - ICT Equipment	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Quarterly)	GAA	51,459.53	51,459.53		
<b>D.</b>	<b>UTILITY EXPENSES</b>									
d.1	Water Expenses	RWO 6	No	Negotiated Procurement - Adjacent / Contiguous (Sec. 53.4)	as per schedule within the CY 2025 (Monthly)	GAA	40,764.98	40,764.98		Includes drinking water for clients.
d.2	Electricity Expenses	RWO 6	No	Negotiated Procurement - Adjacent / Contiguous (Sec. 53.4)	as per schedule within the CY 2025 (Monthly)	GAA	240,131.48	240,131.48		
<b>E.</b>	<b>COMMUNICATION EXPENSES</b>									
e.1	Postage and Courier Services	RWO 6	No	Negotiated Procurement - Adjacent / Contiguous (Sec. 53.4)	as per schedule within the CY 2025 (Monthly)	GAA	29,363.82	29,363.82		Includes satellite office in Bacolod
e.2	Mobile	RWO 6	No	Negotiated Procurement - Adjacent / Contiguous (Sec. 53.4)	as per schedule within the CY 2025 (Monthly)	GAA	106,224.43	106,224.43		OWWA Hotline for Iloilo and Bacolod
e.3	Landline	RWO 6	No	Negotiated Procurement - Adjacent / Contiguous (Sec. 53.4)	as per schedule within the CY 2025 (Monthly)	GAA	20,513.97	20,513.97		Iloilo and Bacolod
e.4	Internet Subscription Expenses	RWO 6	No	Negotiated Procurement - Adjacent / Contiguous (Sec. 53.4)	as per schedule within the CY 2025 (Monthly)	GAA	204,973.06	204,973.06		Iloilo and Bacolod
<b>F.</b>	<b>PROFESSIONAL SERVICE</b>									
f.1	Other Professional Services	RWO 6	No	Negotiated Procurement - Highly Technical Consultants (Sec. 53.7)	as per schedule within the CY 2025 (Monthly)	GAA	243,528.72	243,528.72		Medical Retainer
<b>G.</b>	<b>GENERAL SERVICES</b>									
g. 1	Other General Services	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	GAA	6,806,581.87	6,806,581.87		for OSSCO and new Office Building
<b>H.</b>	<b>REPAIR &amp; MAINTENANCE</b>									
h. 1	Buildings and Other Structures	RWO 6	No	Negotiated Procurement - Adjacent / Contiguous (Sec. 53.4)	as per schedule within the CY 2025 (Monthly)	GAA	611,204.41	611,204.41		Office repair and improvement
h. 2	Machinery	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	GAA	83,994.84	83,994.84		Repair and maintenance of printers and photo copiers.
h. 3	Other Transportation Equipment	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Quarterly)	GAA	599,975.95	599,975.95		Repair and Maintenance of 7 motor vehicles
<b>I.</b>	<b>TAXES, INSURANCE PREMIUMS AND OTHER FEES</b>									
i. 1	Fidelity Bond Premiums	RWO 6	No	Negotiated Procurement - Agency to Agency (Sec. 53.5)	as per schedule within the CY 2025 (January 2025)	GAA	48,473.42	48,473.42		

i.2	Insurance Expenses	RWO 6	No	Negotiated Procurement - Agency to Agency (Sec. 53.5)	as per schedule within the CY 2025 (Semestral)	GAA	70,199.47	70,199.47		For 7 Vehicles
<b>J.</b>	<b>OTHER MAINTENANCE &amp; OPERATING EXPENSES</b>									
j. 1	Representation Expenses	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	GAA	156,320.03	156,320.03		
j. 2	Other MOOE	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	GAA	259,998.02	259,998.02		
j. 3	Other Subscription Expenses	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	GAA	6,745.52	6,745.52		
<b>K.</b>	<b>RENT/LEASE</b>									
k. 1	Rent/Lease Expenses	RWO 6	No	Negotiated Procurement - Lease of Real Property and Venue (Sec. 53.10)	as per schedule within the CY 2025 (Monthly)	GAA	6,459,718.30	6,459,718.30		Rental of Office Building, OSSCO and new office space
<b>L.</b>	<b>TRAINING AND WELFARE SERVICES</b>									
l. 1	PDOS training for OFWs	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	OWWA FUND	108,900.00	108,900.00		
l. 2	Language Training and Culture Familiarization for OFWs.	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	OWWA FUND	871,200.00	871,200.00		
l. 3	IT Training for OFWs	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	OWWA FUND	750,430.00	750,430.00		
<b>M.</b>	<b>REINTEGRATION SERVICES</b>									
m. 1	Family Development Support Program	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	OWWA FUND	6,550,000.00	6,550,000.00		OFCs Values Formation, Financial Literacy, ODT, OCC, Summer Youth Camp., Parent Scholar Orientation
m. 2	Capability Building for LGUs/OFCs	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (July 2025)	OWWA FUND	296,400.00	296,400.00		Helpdesk training for partner LGUs a
m. 3	EDLP - Enhance EDT & Demo Farm	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (Monthly)	OWWA FUND	186,000.00	186,000.00		POBA and EDT seminar, Benchmarking/Community Immersion
<b>N.</b>	<b>ADVOCACIES ON OFW REINTEGRATION PROGRAM</b>									
n. 1	Info Caravan on Reintegration	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (2nd Semester)	OWWA FUND	1,000,000.00	1,000,000.00		
n. 2	For a/Conference on Reintegration for Stakeholders	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (October 2025)	OWWA FUND	250,000.00	250,000.00		
n. 3	National/Regional Congress for Stakeholders	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (November 2025)	OWWA FUND	150,000.00	150,000.00		
<b>O.</b>	<b>SOCIO-CULTURAL ACTIVITIES</b>									
o. 1	National Seafarer's Day	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (August 2025)	OWWA FUND	710,000.00	710,000.00		
o. 2	Migrant Worker's Day	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (April 2025)	OWWA FUND	350,000.00	350,000.00		

o. 3	OFW Family Day	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (October 2025)	OWWA FUND	975,000.00	975,000.00		
o. 4	Pamskong Handog	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (October 2025)	OWWA FUND	100,000.00	100,000.00		
o. 5	MOFYA	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (October 2025)	OWWA FUND	242,000.00	242,000.00		
o. 6	Labor Day Celebration	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (April 2025)	OWWA FUND	50,000.00	50,000.00		
<b>P.</b>	<b>MEMBERSHIP PROMOTION PROGRAM</b>									
p.1	Info Caravan on Membership Promotion	RWO 6	No	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	as per schedule within the CY 2025 (October 2025)	GAA	150,000.00	150,000.00		


30,837,671.10    30,837,671.10    0.00

TOTAL    **30,837,671.10**

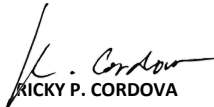
Prepared by:

  
**REMON A. ALBEZA**  
BAC Secretariat

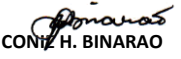
Certified Funds Available:

  
**RICO JOHN S. TATULO**  
Budget Officer

For the Bids and Awards Committee:


  
**RICKY P. CORDOVA**  
Member - BAC

  
**ELANE GRACE L. REÑAS**  
Member - BAC

  
**CONIZ H. BINARAO**  
Vice Chairperson - BAC

  
**RIZZA JOY M. MOLDES**  
Chairperson - BAC

Approved:

  
**JAMES B. MENDIOLA**  
Officer-In-Charge