

DEPARTMENT OF TOURISM, REGIONAL OFFICE NO. 02
ANNUAL PROCUREMENT PLAN 2017

CODE (PAP)	PROCUREMENT PROGRAM/PROJECT	PMO/END USER	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY										ESTIMATED BUDGET				REMARKS/ BRIEF DESCRIPTION OF PROGRAM/PROJECT				
				Pre-Proc Conf	Adv/Post of ITB	Pre Bid Conf	Sub/Open of Bids	Bid Evaluation	Post Evaluation	Post Qual	NOA	Contract Signing	NTP	Delivery/ Completion	Acceptance Turnover	SOURCE OF FUNDS	TOTAL		PS	MODE	CO	
A. TRAVELLING	Plane Tickets for local and foreign travel	All Units	Direct Contracting																		Payment for plane tickets for local and foreign travels	
	Hotel accommodations for travel outside the region	All Units	NP-SVP/Direct Contracting																		Payment for accommodation expenses for travels outside the region	
B. TRAININGS	2017 Year End Performance Evaluation/2019 Target Setting	AAD	NP-SVP																		For expenses incurred in attending various HR trainings and seminars	
	Attendance Trainings/ Seminars for Employee Development	AAD	NP-SVP																		For expenses incurred in attending CST	
	Gender Sensitivity Trainings (Employees and Stakeholders)	AAD / TD / AD	NP-SVP																		For expenses incurred during TDP trainings	
	Training Ind Guidebook orientation and planning workshops in relation to	PD / MPDD	NP-SVP																		For expenses incurred during industry manpower trainings	
	Industry Manpower Trainings	TD	NP-SVP																		For expenses incurred during the product development seminar/workshop	
	Product Development seminar/workshop	MPD	NP-SVP																			For expenses incurred during the training and consultation workshop for stakeholders
	Training and consultation workshop for stakeholders	AD	NP-SVP																			Various common supplies available at PS for DOTR2 use
	Common-use office supplies and equipments (available in PS)	All Units	AGENCY TO AGENCY																			Pre-emptment of various supplies/materials needed for the day to day operations of DOTR2
	Office supplies/materials (not available in PS)	All Units	NP-SVP																			Toners and drums for various photocopy of DOT-R2 units
	Toners and DR-Drum for Photo Copier Machine	All Units	Direct Contracting/ NP-SVP																			Supply and delivery of various janitorial cleaning supplies
Janitorial Cleaning Supplies	AAD	NP-SVP																			Production and delivery of various Promotional/IEC Materials of DOT-R2 for the promotion of the Tourism Industry in Region 02.	
C. SUPPLIES AND MATERIALS	Promotional /IEC Materials	MPDD / TD / AD / PD	NP-SVP																		Purchase of various sports paraphernalias	
	Athletic and Sports	AAD	NP-SVP																		Purchase of various medicines	
	Drugs and Medicines	AAD	NP-SVP																		Various B/B materials for LCU's	
	Native delicacies/products (for showcase in various exhibit)	PD	NP-SVP																		Supply of petroleum, lubricants and oil	
	Petroleum, Oil and Lubricants	All Units	AGENCY TO AGENCY																		Payment for water consumption	
	Water Supply	AAD	AGENCY TO AGENCY																		Payment for drinking water consumption	
	Supply and delivery of Drinking Water	AAD	AGENCY TO AGENCY																		Payment for the electric consumption	
	Electric / Power Supply	AAD	AGENCY TO AGENCY																		Payment for postage/counter expense	
	Postage, Deliveries and Courier Services	All Units	Direct Contracting																		Payment for cell cards	
	Telephone Mobile (cellcards)	All Units	NP-SVP																		Payment for telephone expense	
Telephone Landline	All Units	Direct Contracting																				
D. FUEL, OIL, AND LUBRICANTS																						
E. UTILITIES																						
F. COMMUNICATION																						

Handwritten signatures and initials:
 - Top left: *PS*
 - Middle left: *COF*
 - Middle right: *Agencia*
 - Bottom right: *Waldo M...*

