

RTMENT OF TOURISM REGION 12 Annual Procurement Plan for FY 2021

Code (PAP)	Procurement 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 Project)
					Advertisement/P	Submission/O	Notice of	Contract Signing		Total	MOOE	CO	
TOURISM STANDARDS AND REGULATIONS (ACCREDITATION) SECTION													
	IEC Materials	TOURISM STANDARDS AND REGULATIONS (ACCREDITATION) SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	256000	256000		Production of promotional collaterals and tokens for industry stakeholders
	Meals and Venue rental	TOURISM STANDARDS AND REGULATIONS (ACCREDITATION) SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	150359.41	150359.41		Conduct of meetings, campaign, orientation of accreditation related matters
	Car Hire	TOURISM STANDARDS AND REGULATIONS (ACCREDITATION) SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	50000	50000		Car rental re inspection and monitoring activities
	Travelling Expenses (for inspection, monitoring and attendance to accreditation related activities)	TOURISM STANDARDS AND REGULATIONS (ACCREDITATION) SECTION	No	Small Value Procurement ;Direct Contracting	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	100000	100000		Travelling expenses (per diems and incidental expenses) to be incurred for the inspection/evaluation and monitoring of TOEs/TREs regionwide; attendance to trainings and seminars on accreditation
MARKETING AND PRODUCT DEVELOPMENT SERVICES SECTION													
	Promotional brochures and leaflets	MARKETING AND PRODUCT DEVELOPMENT SERVICES SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	500000	500000		Production of promotional brochures and leaflets for promotion and marketing
	Tokens/giveaways	MARKETING AND PRODUCT DEVELOPMENT SERVICES SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	200000	200000		Purchase of tokens/giveaways for promotion and marketing
	Tarpaulin	MARKETING AND PRODUCT DEVELOPMENT SERVICES SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	100000	100000		Printing of tarpaulin for promotion and marketing
	Rental of space/booth during expo	MARKETING AND PRODUCT DEVELOPMENT SERVICES SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	700000	700000		Rental of space/booth during participation to expositions for promotion and marketing
	Mounting of exhibit (contractor's fee for labor and materials)	MARKETING AND PRODUCT DEVELOPMENT SERVICES SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	1050000	1050000		Mounting of exhibit (contractor's fee for labor and materials) during the conduct of Treasures of SOX and participation to travel fairs for promotion and marketing
	Production of AVP (labor and materials)	MARKETING AND PRODUCT DEVELOPMENT SERVICES SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	300000	300000		Production of AVP (labor and materials) under New Normal for promotion and marketing
	Rental of exhibition booths	MARKETING AND PRODUCT DEVELOPMENT SERVICES SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	150000	150000		Rental of exhibition booths for the conduct of Treasures of SOX
PLANNING SERVICE SECTION													
	Venue, food services and transportation of resource speakers for the technical assistance to LGUs in conducting Tourism planning and workshops	PLANNING SERVICE SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	100000	100000		Venue, food services and transportation of resource speakers for the technical assistance to LGUs in conducting Tourism planning and workshops
	Venue, food service, accom and transportation Resource person for the Regional Conference for TRIP and other prorams	PLANNING SERVICE SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	50000	50000		Venue, food service, accom and transportation Resource person for the Regional Conference for TRIP and other prorams
	Venue and food service for the Caravan workshop on TRIP, Statistics and tourism plan	PLANNING SERVICE SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	50000	50000		Venue and food service for the Caravan workshop on TRIP, Statistics and tourism plan
	Venue, food services, accomodation of participants and transportation of Resource Speakers for the Drafting of Plan/Presentation to stakeholders and approval	PLANNING SERVICE SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	26000	26000		Venue, food services, accomodation of participants and transportation of Resource Speakers for the Drafting of Plan/Presentation to stakeholders and approval
	Venue and food services for the capability building support to LGUs and other stakeholders	PLANNING SERVICE SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	50000	50000		Venue and food services for the capability building support to LGUs and other stakeholders such as but not limited to sustainable tourism, crisi management, etc.

	Venue, food services, accommodation of participants and transportation of Resource Speakers for the planning infrastructure support to enhance compliance to healthstandards under the new normal									GAA				Venue, food services, accommodation of participants and transportation of Resource Speakers for the planning infrastructure support to enhance compliance to healthstandards under the new normal
	Tourism Awareness Campaign and other campaign for tourism	PLANNING SERVICE SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec		GAA	100000	100000		Meals , Venue rental, Food and Accommodation and transportation expense of speakers
	TOURISM INDUSTRY TRAINING	PLANNING SERVICE SECTION	No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec		GAA	150000	150000		Remarks (brief description of Project)
	1. Crisis Management and Risk Reduction Training	TOURISM INDUSTRY TRAINING	No		March	March	March	March		GAA	10200	10200		This training is all about CMRR for Tourism Stakeholders that will enable them to plan and manage their business in times of Crisis.
	Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	2. Image Branding After the Pandemic Training	TOURISM INDUSTRY TRAINING	No		March	March	March	March		GAA	7800	7800		This training will help Tourism destinations to build image and branding to get more tourists/guests arrivals as well as improving their current marketing initiatives
	Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	3. Guide to Food and Beverages: What it is, What it's bad and How you can help	TOURISM INDUSTRY TRAINING	No		March	March	March	March		GAA	10200	10200		This training will educate our tourism stakeholders especially those in the F&B sector to adopt to New normal and necessary protocols
	Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	4. Guide for take out and delivery in the food and delivery sector	TOURISM INDUSTRY TRAINING	No		March	March	March	March		GAA	8700	8700		This training aims to educate the participants or businesses who are engage in Food delivery services on the to do's, trends in food industry and quality service in the New normal
	Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	5. Reassessing Housekeeping Practices during Pandemics: An Approach to Protecting Tourists	TOURISM INDUSTRY TRAINING	No		March	March	March	March		GAA	10200	10200		This training will help tourism stakeholders especially those in the Housekeeping services on the needed knowledge and equipments in order to adopt in the new normal and reassess the quality of cleanliness in accommodations or establishments
	Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	6. Filipino Brand of Service	TOURISM INDUSTRY TRAINING	No		March	March	March	March		GAA	13100	13100		This training will educate tourism professionals and other frontliners about Filipino Culture and Values as well as the Mabuhay Gesture and the brand of quality of Service of Filipinos tagged as one the most hospitable people in the world
	Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	March	March	March	March			0			
	Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	March	March	March	March			0			
	7. Image Branding after Pandemic Training	TOURISM INDUSTRY TRAINING	No		June	June	June	June		GAA	10200	10200		This training will help Tourism destinations to build image and branding to get more tourists/guests arrivals as well as improving their current marketing initiatives
	Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June			0			
	Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June			0			
	Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June			0			
	Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June			0			
	7. Policy Formulation and Analysis: Application to the Tourism Industry as a Proactive Response to Crises	TOURISM INDUSTRY TRAINING	No		June	June	June	June		GAA	10200	10200		This training aims to unify, recommend and adopt existing tourism policies as a response to crises. Participants must compose of different sectors of Tourism touchpoints together with tourism related organizations and LGUs
	Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June			0			
	Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June			0			
	Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June			0			
	Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June			0			
	8. Reinventing our Tourism Industry to cope with the New Guest Expectation and Marketing Trend and to Embrace the New Normal	TOURISM INDUSTRY TRAINING	No		June	June	June	June		GAA	10200	10200		This training will help tourism stakeholders and business owners to reinvent not just their businesses but also their services to adapt in the New normal
	Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June			0			
	Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June			0			
	Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June			0			
	Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June			0			
	9. Managing Tourism Enterprises in Crisis Situation	TOURISM INDUSTRY TRAINING	No		June	June	June	June		GAA	10200	10200		This training will focus on improving the resilience capacity of tourism enterprises in handling crises

Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June		0			situation as well as the adaptability of businesses to change
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June		0			
10. Tour Guide Training	TOURISM INDUSTRY TRAINING	No		June	June	June	June	GAA	0	14,300.00		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June		0			This training will be an aide to help the region in discovering potentials of Tour guides and train tour guide professionals as well as organizing them for tour guiding activities such as festivals and other MICE events
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	June	June	June	June		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	June	June	June	June		0			
11. Protocol and Etiquette	TOURISM INDUSTRY TRAINING	No		September	September	September	September	GAA	20400	20400		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			This training will develop participants awareness and educate them on the proper protocols and etiquettes in improving their tourism products and services
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
12. Safety and Security	TOURISM INDUSTRY TRAINING	No		September	September	September	September	GAA	20400	20400		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			This training will educate tourism stakeholders and other participants about safety and security measures for Tourism establishments
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
13. Tourism COATS	TOURISM INDUSTRY TRAINING	No		September	September	September	September	GAA	20400	20400		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			This training will educate tourism stakeholders and other participants about safety and security measures for Tourism establishments
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
14. Understanding Muslim Travellers	TOURISM INDUSTRY TRAINING	No		September	September	September	September	GAA	10200	10200		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			This training will give awareness to participants about Halal Tourism, its concepts and markets and the huge potentials of this market
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
15. Personality Development Seminar	TOURISM INDUSTRY TRAINING	No		September	September	September	September	GAA	10200	10200		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			This training will teach participants on how to develop their personalities as tourism professionals and uphold positivity in their effectivity and efficiency towards their job and improve skills in hospitality
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
16. Childwise Tourism Seminar	TOURISM INDUSTRY TRAINING	No		September	September	September	September	GAA	10200	10200		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			This training will educate and give awareness to participants about the vulnerability of Children in tourism together with their holistic rights and the international and national laws and organization protecting them
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
17. How to Handle People with Disability	TOURISM INDUSTRY TRAINING	No		September	September	September	September	GAA	3000	3000		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			This training will provide necessary knowledge and skills to tourism stakeholders on how to facilitate and provide the essential needs of their PWD guests and tourists
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
18. Sustainable Tourism	TOURISM INDUSTRY TRAINING	No		September	September	September	September	GAA	10200	10200		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			This training will discuss how to become sustainable in tourism industry with not just the businesses but with the resources consumed by the enterprise. This is one way of promoting and advocating the Sustainable Goals of the world for humanity.
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
19. Community Guiding Seminar	TOURISM INDUSTRY TRAINING	No		September	September	September	September	GAA	338700	338700		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			This training is intended for Community-based Tourism (CBT) to effectively guide and raise the bar of professionalism in local tour guiding as well as train them in promoting each places and improve their skills
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	September	September	September	September		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Accommodation of the Speaker	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
Airfare of Speaker	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	September	September	September	September		0			
20. Kulinarya Seminar	TOURISM INDUSTRY TRAINING	No		February	February	February	February	GAA	88700	88700		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	February	February	February	February		0			This training will give participants the opportunity in re-discovering their authentic local dishes and recipes as well as improving their way of preparation and presentation
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	February	February	February	February		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	February	February	February	February		0			
Token/Kit/Supplies for demo	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	February	February	February	February		0			
Accommodation of the Speaker	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	February	February	February	February		0			
Airfare of Speaker	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	February	February	February	February		0			
21. Stress Management Skills Training	TOURISM INDUSTRY TRAINING	No		April	April	April	April	GAA	10200	10200		
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	April	April	April	April		0			This training will help participants particularly those working in tourism frontline in handling stress properly as well as maintaining positive

Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	April	April	April	April		0			disposition in site and managing their selves in having a good physical and mental health.
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	April	April	April	April		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	April	April	April	April		0			
22. Strenthening Organizational Culture Training	TOURISM INDUSTRY TRAINING	No		February	February	February	February	GAA	10200	10200		This training will boost Organizational culture of tourism businesses by strengthening its personnels, promotes solidarity and achieving its goals and objectives as one organization with different departments
Professional Fee	TOURISM INDUSTRY TRAINING	No	Direct Contracting	February	February	February	February		0			
Meals	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	February	February	February	February		0			
Communication	TOURISM INDUSTRY TRAINING	No	Direct Contracting	February	February	February	February		0			
Token/Kit	TOURISM INDUSTRY TRAINING	No	Small Value Procurement	February	February	February	February		0			
GENERAL ADMINISTRATIVE SUPPORT		No							0			
JO Salary		No	Direct Contracting	N/A	N/A	Jan- Dec	Jan- Dec	GAA	1,925,000.00	1,925,000.00		payment for the salary of the Job Order personnel
Rent Expenses-Office Building		No	Direct Contracting	N/A	N/A	Jan- Dec	Jan- Dec	GAA	948,000.00	948,000.00		Payment for rent- building and structure expenses
Electricity Expenses		No	Direct Contracting	N/A	N/A	Jan- Dec	Jan- Dec	GAA	240,000.00	240,000.00		Payment for electricity expenses
Internet Subscription		No	Direct Contracting	N/A	N/A	Jan- Dec	Jan- Dec	GAA	24,000.00	24,000.00		Payment for internet subscription
Telephone Expenses		No	Direct Contracting	N/A	N/A	Jan- Dec	Jan- Dec	GAA	240,000.00	240,000.00		Payment for telephone expenses
Water Expenses		No	Direct Contracting	N/A	N/A	Jan- Dec	Jan- Dec	GAA	12,000.00	12,000.00		Payment for water expenses
Bond Premiums-Accountable Officers		No	Agency to Agency	N/A	N/A	February, August, & September	February, August, & September	GAA	20,000.00	20,000.00		Payment for bond premiums
R & M -transportation equipment		No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	150,000.00	150,000.00		Payment for repair and maintenance of transportation expenses
R & M -furniture equipment		No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	5,000.00	5,000.00		Payment for repair and maintenance of furniture expenses
Other general services		No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	140,000.00	140,000.00		Payment for other general services
Tax. licenses		No	Agency to Agency	N/A	N/A			GAA	20,000.00	20,000.00		Payment for tax. licences
Insurance		No	Agency to Agency	N/A	N/A			GAA	20,000.00	20,000.00		Payment for insurance policy
Subscription expenses		No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	20,000.00	20,000.00		Payment for subscription expenses
Transportation and Delivery		No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	90,000.00	90,000.00		Payment for transportation and delivery expenses
Postage and courier		No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	5,000.00	5,000.00		Payment for postage and couner expenses
Fuel, Oil Consumption		No	Direct Contracting	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	200,000.00	200,000.00		Payment for fuel consumption
Office Supplies Expenses		No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	100,000.00	100,000.00		Payment for office supplies expenses
R & M -Office Equipment		No	Small Value Procurement	Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	GAA	21,000.00	21,000.00		Payment for R & M Office expenses
Quickbooks subscription		No	Small value procurement	Jan-dec	Jan-dec	Jan-dec	Jan-dec	Gaa	21600	21600		Payment for subscription expenses

Prepared by:


RICHELYN G. DE LOS SANTOS
 Administrative Officer IV, DOT 12
 (pursuant to DOT DO No. 2020-022, page 14-15)

Reviewed and Certified Appropriate Funds Available:


HASAN M. MAGTING
 Local Budget Officer/ STOO

Approved by:


ARMIN H. HAUTEA
 Officer-in-Charge
 (pursuant to DOT DO No. 2020-022, page 14-15)

