

NATIONAL CONCILIATION AND MEDIATION BOARD-CENTRAL OFFICE
ANNUAL PROCUREMENT PLANnonCSE (APPnonCSE)
FY-2021

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			REMARKS
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	(brief description of the Program/Project)
IN-HOUSE TRAININGS/SEMINARS													
1	Induction/Orientation Program for New Personnel of NCMB	ADMIN	No	NEGOTIATED-SVP, SHOPPING	January and July	January and July	January and July	January and July	GAA	33,000.00	33,000.00		
2	Group Learning Sessions	ADMIN	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	201,500.00	201,500.00		
3	Labor Information Officers Training/Seminar	RID	No	NEGOTIATED-SVP, SHOPPING	September	September	September	September	GAA	121,000.00	121,000.00		
4	2021 Mid Year Performance Assessment	RID	No	NEGOTIATED-SVP, SHOPPING	July	July	July	July	GAA	29,000.00	29,000.00		
5	2020 Year-End Performance Assessment and 2021 Corplanning Exercises	RID	Yes	NEGOTIATED-SVP, SHOPPING	January	January	January	January	GAA	29,000.00	29,000.00		
6	QMS Trainings and other related activities	IS	No	NEGOTIATED-SVP, SHOPPING	May to September				GAA	500,000.00	500,000.00		
7	GAD Trainings and other related activities	VAD	No	NEGOTIATED-SVP, SHOPPING	July	July	July	July	GAA	200,000.00	200,000.00		
8	LDMC XXV and 2nd Regular Directors Meeting with Conciliators-Mediators cum OPCR and Fund Utilization Review	CMD	No	NEGOTIATED-SVP, SHOPPING	April	April	April	April	GAA	119,000.00	119,000.00		
9	Specialized Con-Med Training	CMD	No	NEGOTIATED-SVP, SHOPPING	November	November	November	November	GAA	55,000.00	55,000.00		
10	Trainers Training for NCMB Program Implementers	VAD & WRED	No	NEGOTIATED-SVP, SHOPPING	June	June	June	June	GAA	153,000.00	153,000.00		
11	Team Enhancement Exercises (Lakbay Aral, GODP Activities)	ADMIN	No	NEGOTIATED-SVP, SHOPPING	May	May	May	May	GAA	54,500.00	54,500.00		
12	SEADO Training for NCMB Personnel	CMD	No	NEGOTIATED-SVP, SHOPPING	June and July	June and July	June and July	June and July	GAA	135,000.00	135,000.00		
13	Orientation for Docket Officers	CMD	No	NEGOTIATED-SVP, SHOPPING	February	February	February	February	GAA	38,200.00	38,200.00		
14	NCMB Recruitment, Selection & Placement Training	ADMIN	No	NEGOTIATED-SVP, SHOPPING	April	April	April	April	GAA	14,000.00	14,000.00		
OUTSOURCED TRAININGS/SEMINARS													
15	National Convention of Human Resource Management Practitioners (CSC)	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	28,800.00	28,800.00		
16	Training for HRMOs by DOLE-HRDS (2 pax)	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	5,000.00	5,000.00		
17	Training for HRMOs by CSC (2 pax)	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	22,400.00	22,400.00		
18	Public Service Ethics and Accountability Seminar (CSC-NCR)	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	10,000.00	10,000.00		
19	Leave Administration Course for Effectiveness (CSC-NCR)	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	10,000.00	10,000.00		
20	Leave Administration Course for Effectiveness	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	47,000.00	47,000.00		
21	Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA)	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	47,000.00	47,000.00		
22	PRIME HRM (CSC-NCR)	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	35,000.00	35,000.00		

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23	Property and Supplies Management (COA)	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	113,000.00	113,000.00		
24	Training on Government Procurement Reform Act (RA 9184)	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	107,000.00	107,000.00		
25	Training on PhilGEPS Posting	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	10,000.00	10,000.00		
26	BTMS Refresher Course	FMD	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	78,000.00	78,000.00		
27	Participation to DOLE-LIO Seminar	RID	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	9,500.00	9,500.00		
28	Participation to DOLE-MYPA & YEPA	RID	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	55,000.00	55,000.00		
30	Participation to Statistics Month	RID	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	12,000.00	12,000.00		
31	Availment of Trainings Sponsored by COA, CSC, DBM, BR, DOLE, PSRTI and Other Agencies	RID, ODED-IS, OD-IS, VAD, WRED, FMD	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	225,000.00	225,000.00		
32	The 7 Habits of Highly Effective Government Leaders	ODED-IS	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	10,000.00	10,000.00		
33	CSC Leadership Management Training	TS, ODED-TS, TSD, ISD	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	75,000.00	75,000.00		
34	Business Correspondence Training	ODED-TS	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	5,000.00	5,000.00		
35	Training on Excel	TS, ODED-TS	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	2,500.00	2,500.00		
36	Supervisory Development Course	VAD, CMD	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	30,000.00	30,000.00		
37	Mandatory Continuing Legal Education (MCLE)	TS, ODED-TS	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GF-101	10,000.00	10,000.00		
38	Manager's Role in Capacity Building-Mentoring and Coaching For Leaders	VAD, CMD	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	17,000.00	17,000.00		
39	Statistics for Policy Analysis	CMD	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	6,000.00	6,000.00		
40	Effective Presentation of Statistical Report	CMD	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	6,000.00	6,000.00		
41	Basic Statistics 1: Descriptive Statistics	CMD	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	6,000.00	6,000.00		
OTHER ACTIVITIES													
42	Retirement - Salamat-Paalam Program	ADMIN	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	63,500.00	63,500.00		
43	NCMB Anniversary Celebration	ADMIN	Yes	NEGOTIATED-SVP, SHOPPING	December	December	December	December	GAA	19,000.00	19,000.00		
44	2021 Search for Outstanding LMC for Industrial Peace and 2020 Search for Best Enterprise-Based Dispute Resolution	VAD and WRED	No	NEGOTIATED-SVP, SHOPPING, LEASE OF VENUE	February to December				GAA	3,108,300.00	3,108,300.00		
45	Employees General Assembly	ADMIN	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	60,000.00	60,000.00		
46	Women's Month Celebration	ADMIN	No	NEGOTIATED-SVP, SHOPPING	March	March	March	March	GAA	105,750.00	105,750.00		
47	Independence Day	ADMIN	No	NEGOTIATED-SVP, SHOPPING	June	June	June	June	GAA	3,000.00	3,000.00		

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COMMUNICATION EXPENSES													
76	Cellular Load/ Cards	ADMIN	Yes	NEGOTIATED-SVP	December	December	January	January	GAA	350,000.00	350,000.00		
77	Courier Services	ADMIN	No	NEGOTIATED-SVP	June	June	June	June	GAA	350,000.00	350,000.00		
GENERAL SERVICES													
78	Janitorial Services	ADMIN	No	NEGOTIATED-SVP	May	May	May	May	GAA	950,000.00	950,000.00		
79	Psychometric Services	ADMIN	Yes	NEGOTIATED-SVP	December	December	January	January	GAA	100,000.00	100,000.00		
80	Project-based Employees	FMD	No	NEGOTIATED-SVP	December	December	January	January	GAA	1,800,000.00	1,800,000.00		
81	Security Services	ADMIN	Yes	PUBLIC BIDDING	December	December	January	January	GAA	2,400,000.00	2,400,000.00		
UTILITIES EXPENSES													
82	Mineral Water	ADMIN	No	NEGOTIATED-SVP	September	September	September	September	GAA	100,000.00	100,000.00		
83	Electricity	ADMIN	No	DIRECT CONTRACTING	N/A	N/A	N/A	N/A	GAA	1,500,000.00	1,500,000.00		
LEASE OF REAL PROPERTY AND EQUIPMENT													
84	Rental of copier machine	ADMIN	No	NEGOTIATED-SVP	July	August	August	August	GAA	100,000.00	100,000.00		
85	Lease of office building	ADMIN	Yes	NEGOTIATED-LEASE OF VENUE	December	December	January	January	GAA	4,100,000.00	4,100,000.00		
REPAIRS AND MAINTENANCE													
86	Repair and maintenance of office equipment and other machinery equipment	ADMIN	No	NEGOTIATED-SVP	January to December				GAA	300,000.00	300,000.00		
87	Repair and maintenance of building and other structure	ADMIN	No	NEGOTIATED-SVP	January to December				GAA	500,000.00	500,000.00		
88	Repair and maintenance of furniture and fixture	ADMIN	No	NEGOTIATED-SVP	January to December				GAA	50,000.00	50,000.00		
89	Repair and maintenance of motor vehicle	ADMIN	No	NEGOTIATED-SVP, DIRECT CONTRACTING	January to December				GAA	570,223.39	570,223.39		
90	Annual maintenance of airconditioners	ADMIN	No	NEGOTIATED-SVP	January to December				GAA	200,000.00	200,000.00		
91	LTO Registration	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	21,000.00	21,000.00		
GOODS AND OTHER SERVICES													
92	Travelling expenses (TEV-messengerial)	ADMIN	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	50,000.00	50,000.00		

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93	Travelling expenses including purchase of plane tickets	OED	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	100,000.00	100,000.00		
94	Fuel, oil and lubricant expenses of motor vehicle	ADMIN	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	410,000.00	410,000.00		
95	Telephone expenses (landline)	ADMIN	No	DIRECT CONTRACTING	N/A	N/A	N/A	N/A	GAA	501,600.00	501,600.00		
96	Fidelity Bond Premiums	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	250,000.00	250,000.00		
97	Insurance expenses for PPE and motor vehicle	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	76,400.00	76,400.00		
98	Printing of Appointment Paper	ADMIN	No	NEGOTIATED-SVP, SHOPPING	June	June	June	June	GAA	5,000.00	5,000.00		
99	Laundry charges and dry cleaning of curtains	ADMIN	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	20,000.00	20,000.00		
101	Scholarship/DOLE-DESP	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	40,000.00	40,000.00		
102	Provision for drug test for 50 personnel @ P250.00 each	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	12,500.00	12,500.00		
103	Acquisition of pertinent reading materials on Personnel Administration and Human Resource Management.	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	3,600.00	3,600.00		
104	Acquisition of pertinent reading materials on Property and Supplies Management	ADMIN	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	2,000.00	2,000.00		
105	Publication of Newspaper Supplement	RID	No	NEGOTIATED-SVP, SHOPPING	May	May	May	May	GAA	100,000.00	100,000.00		
106	Publication of NCMB Chronicle (semestral)	RID	No	NEGOTIATED-SVP, SHOPPING	February & October	February & October	February & October	February & October	GAA	100,000.00	100,000.00		
107	Publication of NCMB 2021 Annual Report	RID	No	NEGOTIATED-SVP, SHOPPING	March	March	March	March	GAA	50,000.00	50,000.00		
108	Newspaper and magazine subscription	RID	No	NEGOTIATED-SVP, SHOPPING	January & June	January & June	January & June	January & June	GAA	18,000.00	18,000.00		
109	Transportation allowance	OED, FMD	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	180,000.00	180,000.00		
110	Extraordinary Expenses	OED	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	150,000.00	150,000.00		
111	Representation/Meeting	OED, ODED-TS, ODED IS, OD-TS, OD-IS,	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	270,000.00	270,000.00		
113	Participation in various DOLE Inter-agency and Technical Working Group meetings and congressional inquiries	CMD	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	4,000.00	4,000.00		
114	Publication of Resolutions/ Revised Guidelines on VA	VAD	No	NEGOTIATED-SVP, SHOPPING	June	June	June	June	GAA	110,000.00	110,000.00		
115	Printing of Resolution/Revised Guidelines	VAD	No	NEGOTIATED-SVP, SHOPPING	June	June	June	June	GAA	45,000.00	45,000.00		
116	Purchase of Administrative Register on Rules published at ONAR	VAD	No	NEGOTIATED-SVP, SHOPPING	June	June	June	June	GAA	1,000.00	1,000.00		
SUPPLIES AND MATERIALS													
117	Office Supplies (DBM)	ADMIN, FMD, RID, ODED-IS, OED, IS, TS, ODED-TS, WRED, VAD, CMD	No	NEGOTIATED-AGENCY TO AGENCY	N/A	N/A	N/A	N/A	GAA	1,501,826.61	1,501,826.61		

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118	Supplies and materials to be procured outside DBM-PS	ADMIN, FMD, RID, ODED-IS, OED, IS, TS, ODED-TS, WRED, VAD, CMD	No	NEGOTIATED-SVP, SHOPPING	January to December				GAA	811,100.00	811,100.00		
	GRAND TOTAL									27,140,000.00	27,140,000.00	-	

Prepared By:

Reviewed By:

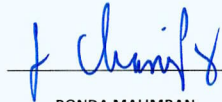
Budget Allocation Attested By:

Approved By:



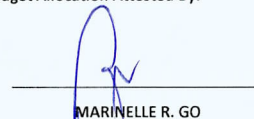
MERCEDES N. CAMALIG

Administrative Officer V (BAC Secretariat)



RONDA MALIMBAN

Director II-Technical Services (BAC, Chairman)



MARINELLE R. GO

OIC-Chief, Financial & Management Division



MARIA TERESITA D. LACSAMANA-CANCIO

Executive Director IV