

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	QMS Trainings and other related activities	ISD	No	Negotiated Procurement / Shopping	January to December				GAA	200,000.00	200,000.00		
2	Induction/Orientation Program for New Personnel of NCMB	ADMIN	No	Negotiated Procurement / Shopping	February and August				GAA	94,320.00	94,320.00		
3	Group Learning Sessions	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	369,600.00	369,600.00		
4	HRMO Training/Forum	ADMIN	No	Negotiated Procurement / Shopping	March				GAA	913,280.00	913,280.00		
5	Basic Customer Service Skills Training	ADMIN	No	Negotiated Procurement / Shopping	May				GAA	37,700.00	37,700.00		
6	Basic Life Support and Standard First Aid Training	ADMIN	No	Negotiated Procurement / Shopping	July				GAA	70,600.00	70,600.00		
7	Seminar on Integrity, Transparency, Accountability in Public Service (ITAPS)	ADMIN	No	Negotiated Procurement / Shopping	August				GAA	38,800.00	38,800.00		
8	Training for Property & Supply Management	ADMIN	No	Negotiated Procurement / Shopping	April				GAA	62,200.00	62,200.00		
9	Training on Government Procurement Reform Act	ADMIN	No	Negotiated Procurement / Shopping	May				GAA	914,700.00	914,700.00		
10	Planning Cum Budgeting Workshop for CY 2026 Budget Proposal	ISD	No	Negotiated Procurement / Shopping	April				GAA	1,018,200.00	1,018,200.00		
11	2025 Mid Year Performance Assessment	RID	No	Negotiated Procurement / Shopping	September				GAA	673,480.00	673,480.00		
12	2024 NCMB's Year End Assessment and 2025 Planning Exercise	RID	No	Negotiated Procurement / Shopping	January				GAA	457,500.00	457,500.00		
13	Labor Information Officers (LIO) Training	RID	No	Negotiated Procurement / Shopping	March				GAA	1,160,650.00	1,160,650.00		
14	Statistical or Data-related Training	RID	No	Negotiated Procurement / Shopping	October				GAA	1,067,400.00	1,067,400.00		
15	eNGAS/eBudget Orientation or Internal Control Standards for the Philippine Public Sector (ICSPPS)	FMD	No	Negotiated Procurement / Shopping	July				GAA	1,017,000.00	1,017,000.00		
16	SEADO Training for NCMB Personnel	CMD	No	Negotiated Procurement / Shopping	September				GAA	1,192,340.00	1,192,340.00		
17	LDMC XXIX	CMD	No	Negotiated Procurement / Shopping	May				GAA	1,090,920.00	1,090,920.00		
18	Specialized Con-Med Training	CMD	No	Negotiated Procurement / Shopping	October				GAA	532,480.00	532,480.00		

19	Trainers Training for NCMB Program Implementers	VAD & WRED	No	Negotiated Procurement / Shopping	April	GAA	1,217,400.00	1,217,400.00		
20	GAD Trainings and other related activities	GAD	No	Negotiated Procurement / Shopping	January - December	GAA	1,526,720.00	1,526,720.00		
21	National Convention of Human Resource Management Practitioners (CSC)	ADMIN	No	Negotiated Procurement / Shopping	N/A	GAA	28,800.00	28,800.00		
22	Series of Webinars For HRMOs	ADMIN	No	Negotiated Procurement / Shopping	N/A	GAA	56,800.00	56,800.00		
23	Training for HRMOs by DOLE-HRDS	ADMIN	No	Negotiated Procurement / Shopping	N/A	GAA	15,000.00	15,000.00		
24	Training for HRMOs by CSC	ADMIN	No	Negotiated Procurement / Shopping	N/A	GAA	33,600.00	33,600.00		
25	Leave Administration Course for Effectiveness (CSC-NCR)	ADMIN	No	Negotiated Procurement / Shopping	N/A	GAA	4,000.00	4,000.00		
26	Public Service Ethics and Accountability Seminar (DOLE)	ADMIN	No	Negotiated Procurement / Shopping	N/A	GAA	4,000.00	4,000.00		
27	Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity (RCDPBC) 3 days	ADMIN	No	Negotiated Procurement / Shopping	N/A	GAA	16,000.00	16,000.00		
28	Participation to DOLE-LIO Seminar	RID	No	Negotiated Procurement / Shopping	N/A	GAA	35,600.00	35,600.00		
29	Participation to DOLE-MYP & YEPA	ISD/RID	No	Negotiated Procurement / Shopping	N/A	GAA	219,200.00	219,200.00		
30	Participation to Statistics Month	RID	No	Negotiated Procurement / Shopping	N/A	GAA	1,067,400.00	1,067,400.00		
31	Webinar/Learning Session for Freedom of Information Receiving Officers (FROs)	RID	No	Negotiated Procurement / Shopping	N/A	GAA	47,200.00	47,200.00		
32	Participation to External Capacity-Building Activities Organized by DOLE	RID	No	Negotiated Procurement / Shopping	N/A	GAA	64,800.00	64,800.00		
33	Staff Development Programs/ Availment of Trainings, CSC Leadership Management, Sponsored by COA, CSC, CSI Training, Managerial Training, DBM, DOLE, GPPB, PSRTI and Other Agencies	ODED-IS, OD-IS, ODED-TS, OD-TS, RID, ODED-IS, OD-IS, VAD, WRED, FMD, TSD	No	Negotiated Procurement / Shopping	N/A	GAA	469,000.00	469,000.00		
OTHER ACTIVITIES										
34	Flag Raising Ceremony	ADMIN	No	Negotiated Procurement / Shopping	N/A	GAA	54,000.00	54,000.00		
35	Conduct of Video Presentation	ADMIN	No	Negotiated Procurement / Shopping	January to December	GAA	10,000.00	10,000.00		
36	Team Enhancement Exercises (Lakbay Aral, GODP Activities)	ADMIN	No	Negotiated Procurement / Shopping	April	GAA	968,350.00	968,350.00		
37	Retirement - Salamat-Paalam Program	ADMIN	No	Negotiated Procurement / Shopping	January to December	GAA	306,200.00	306,200.00		
38	NCMB Anniversary Celebration	ADMIN	No	Negotiated Procurement / Shopping	January	GAA	340,500.00	340,500.00		
39	NCMB Praise	ADMIN	No	Negotiated Procurement / Shopping	January	GAA	66,000.00	66,000.00		

40	Employees General Assembly	ADMIN	No	Negotiated Procurement / Shopping	March, June, September, and December	GAA	166,400.00	166,400.00		
41	Women's Month Celebration	ADMIN	No	Negotiated Procurement / Shopping	March	GAA	133,460.00	133,460.00		
42	Independence Day	ADMIN	No	Negotiated Procurement / Shopping	June	GAA	80,780.00	80,780.00		
43	Labor Day	ADMIN	No	Negotiated Procurement / Shopping	April	GAA	80,780.00	80,780.00		
44	Philippine Civil Service Anniversary	ADMIN	No	Negotiated Procurement / Shopping	September	GAA	106,380.00	106,380.00		
45	Elderly Filipino Celebration	ADMIN	No	Negotiated Procurement / Shopping	October	GAA	75,520.00	75,520.00		
46	Green Our DOLE Program (GODP)	ADMIN	No	Negotiated Procurement / Shopping	April	GAA	15,000.00	15,000.00		
47	Sports and Cultural Activities	ADMIN	No	Negotiated Procurement / Shopping	July - December	GAA	72,000.00	72,000.00		
48	DOLE Anniversary	ADMIN	No	Negotiated Procurement / Shopping	November & December	GAA	143,460.00	143,460.00		
49	2025 18-day Campaign to end VAW	ADMIN	No	Negotiated Procurement / Shopping	October	GAA	133,380.00	133,380.00		
50	Health and Wellness	ADMIN	No	Negotiated Procurement / Shopping	January to December	GAA	345,050.00	345,050.00		
51	Attendance to Budget Hearings (DBM, Congress and Senate)	FMD	No	Negotiated Procurement / Shopping	March, June, August to October	GAA	80,000.00	80,000.00		
52	Policy and Program Development Meetings	RID/VA	No	Negotiated Procurement / Shopping	January to December	GAA	330,495.00	330,495.00		
53	Technical Supervision of Regional Operations (Regional Visits/Participation to RB Initiated Activities)	ODED-TS, OD-TS, WRED, VAD, CMD	No	Negotiated Procurement / Shopping	January to December	GAA	731,800.00	731,800.00		
54	Participation/Coordination/Assistance to PHILAMCOP, Inc. and Regional LMC Associations-related activities (i.e., Meetings; Cluster/Regional Seminars/Conferences/Conventions)	WRED	No	Negotiated Procurement / Shopping	January to December	GAA	24,000.00	24,000.00		
55	Participation to Inter-Agency and Technical Working Groups, Congressional Inquiries, etc.	ODED-TS, OD-TS, WRED, CMD	No	Negotiated Procurement / Shopping	January to December	GAA	148,760.00	148,760.00		
56	Coordination/Assistance to Employers and Workers Group/Tripartite Consultative Bodies	WRED	No	Negotiated Procurement / Shopping	January to December	GAA	25,000.00	25,000.00		
57	Program for the Voluntary Arbitrators	VAD	No	Negotiated Procurement / Shopping	January to December	GAA	1,500,120.00	1,500,120.00		
58	Networking and Maintaining Linkages	VAD	No	Negotiated Procurement / Shopping	January to December	GAA	360,000.00	360,000.00		
59	2025 Search for Outstanding LMC/GM for Industrial Peace and 14th National Convention on LMC	WRED/VAD	No	Negotiated Procurement / Shopping	January to December	GAA	2,775,080.00	2,775,080.00		
60	Regular Directors' Meeting	CMD	No	Negotiated Procurement / Shopping	January - December	GAA	853,750.00	853,750.00		
61	SEnA Focal Team Meetings (DOLEWIDE)	CMD	No	Negotiated Procurement / Shopping	January - December	GAA	19,200.00	19,200.00		

62	Facilitation of SEnA NCMB Focal Persons Meetings	CMD	No	Negotiated Procurement / Shopping	January - December				GAA	9,600.00	9,600.00		
63	SEADO Training for DOLE ROs & Attached Agencies	CMD	No	Negotiated Procurement / Shopping	January to December				GAA	120,000.00	120,000.00		
COMMUNICATION EXPENSES													
64	Telephone expenses (landline)	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	464,120.00	464,120.00		
									0.00				
ANNUAL CONTRACTS - GENERAL SERVICES													
65	Janitorial Services	ADMIN	Yes	Public Bidding	March	March	April	April	GAA	1,300,000.00	1,300,000.00		
67	Security Services	ADMIN	Yes	Public Bidding	December	December	January	January	GAA	2,700,000.00	2,700,000.00		
68	Courier Services	ADMIN	No	Negotiated Procurement / Shopping	March	March	April	April	GAA	300,000.00	300,000.00		
69	Psychometric Services	ADMIN	No	Negotiated Procurement / Shopping	February				GAA	182,000.00	182,000.00		
70	Project-based Employees	FMD	No	Negotiated Procurement / Shopping	December				GAA	2,000,000.00	2,000,000.00		
UTILITIES EXPENSES													
71	Annual Supply and Delivery of Mineral Water	ADMIN	No	Negotiated Procurement / Shopping	September				GAA	70,000.00	70,000.00		
72	Electricity	ADMIN	No	Direct Contracting	January to December				GAA	2,500,000.00	2,500,000.00		
LEASE OF REAL PROPERTY AND EQUIPMENT													
73	Annual Rental of Copier Machine	ADMIN	No	Negotiated Procurement / Shopping	January				GAA	70,000.00	70,000.00		
74	Annual Office Rental/Lease of Office Building	ADMIN	Yes	Negotiated Procurement / Shopping	December	December	January	January	GAA	6,930,000.00	6,930,000.00		
REPAIRS AND MAINTENANCE													
75	Repair and Maintenance of Office Equipment and other Machinery Equipment	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	130,000.00	130,000.00		
76	Repair and Maintenance of Building and Other Structure	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	130,000.00	130,000.00		
77	Repair and Maintenance of Furniture and fixture	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	130,000.00	130,000.00		
78	Repair and Maintenance of Motor Vehicle and LTO Registration	ADMIN	No	Negotiated Procurement / Direct Contracting	January to December				GAA	965,310.00	965,310.00		
79	Annual Maintenance of Airconditioners	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	70,000.00	70,000.00		
GOODS AND OTHER SERVICES													
80	Travelling expenses (TEV-messengerial)	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	75,000.00	75,000.00		
81	Fuel, oil and lubricant expenses of motor vehicle	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	749,999.21	749,999.21		
82	Fidelity Bond Premiums	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	300,000.00	300,000.00		


83	Insurance expenses for PPE and motor vehicle	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	141,000.00	141,000.00		
84	Laundry charges and dry cleaning of curtains	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	15,000.00	15,000.00		
85	Scholarship/DOLE-DESP	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	100,000.00	100,000.00		
86	Provision for drug test for 50 personnel	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	12,500.00	12,500.00		
87	Acquisition of pertinent reading materials on Personnel Administration and Human Resource Management	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	2,950.00	2,950.00		
88	Notarization of Contracts and other documents	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	4,000.00	4,000.00		
90	Printing of IEC Materials for Information Dissemination	RID/CMD	No	Negotiated Procurement / Shopping	December				GAA	482,600.00	482,600.00		
91	Newspaper and Magazine Subscription	RID	No	Negotiated Procurement / Shopping	May				GAA	18,000.00	18,000.00		
92	Transportation/Gasoline Expenses	OED, FMD	No	Negotiated Procurement / Shopping	January to December				GAA	144,000.00	144,000.00		
93	Travelling expenses including purchase of plane tickets and DTE	OED-TS, TSD, ODED-IS, ISD, OED, FMD, AD	No	Negotiated Procurement / Shopping	January to December				GAA	897,000.00	897,000.00		
94	Extraordinary Expenses	OED	No	Negotiated Procurement / Shopping	January to December				GAA	150,000.00	150,000.00		
95	Representation/Meetings	OED-TS, TSD, ODED-IS, ISD, OED, FMD, RID	No	Negotiated Procurement / Shopping	January to December				GAA	390,000.00	390,000.00		
96	Review and Revision of NCMB Manual of ConMed Procedures	CMD	No	Negotiated Procurement / Shopping	January - December				GAA	85,000.00	85,000.00		
97	Printing of Resolution/Revised Guidelines on VA	VAD	No	Negotiated Procurement / Shopping	June and November				GAA	50,000.00	50,000.00		
98	Purchase of Administrative Register on Rules published at ONAR	VAD	No	Negotiated Procurement / Shopping	June and November				GAA	3,000.00	3,000.00		
SUPPLIES AND MATERIALS													
99	Office Supplies (DBM)	ADMIN, FMD, RID, ODED-IS, OED, IS, TS, ODED-TS, WRED, VAD, CMD, COA	No	NEGOTIATED-AGENCY TO AGENCY	N/A				GAA	1,069,128.72	1,069,128.72		
100	Supplies and materials to be procured outside DBM-PS	ADMIN, FMD, RID, ODED-IS, OED, IS, TS, ODED-TS, WRED, VAD, CMD	No	Negotiated Procurement / Shopping	January to December				GAA	720,467.07	720,467.07		
101	Provision of Motor Vehicles for the CO and RCMBs	ADMIN	Yes	Public Bidding	December	December	January	January	GAA	19,600,000.00	0	19,600,000.00	
102	Provision of Window Type Airconditioning Units	ADMIN	No	Public Bidding	April	April	May	May	GAA	178,000.00	178,000.00		

103	Provision of Split Inverter and Ceiling Mounted	ADMIN	No	Public Bidding	April	April	May	May	GAA	1,055,000.00	0	1,055,000.00	
104	Supplies / Equipment for NCMB Public Service Continuity Plan	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	25,170.00	25,170.00		
ISSP - INFORMATION TECHNOLOGY													
105	ICT MOOE (Subscriptions, Consultancy, Supplies, Training, Preventive Maintenance)	Central Office and RCMBs	No	Negotiated Procurement / Shopping	January to December				GAA	21,190,000.00	21,190,000.00		
106	ICT Capital Outlay (Equipment)	Central Office and RCMBs	No	Negotiated Procurement / Shopping	January to December				GAA	19,576,000.00	0	19,576,000.00	
GRAND TOTAL										110,767,000.00	70,536,000.00	40,231,000.00	

Prepared By:


HAROLD M. B. TAYAOAN
Administrative Officer V
BAC Secretariat


Reviewed By:


MARIA CRISTINA O. MANGALIMAN
Deputy Executive Director IV-Internal Services
BAC Chairperson

Budget Allocation Attested By:


MARIZ F. TAGGUS
Chief, Financial and Management Division

Approved By:


MARIA TERESITA D. LACSAMANA-CANCIO
Executive Director IV
Head of Procuring Entity



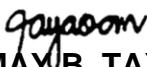
Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
NATIONAL CONCILIATION AND MEDIATION BOARD
4th - 6th Floors, Arcadia Building, 860 Quezon Avenue, Brgy. Paligsahan, Quezon City 1103
Trunkline Number: (02) 8252-6262 loc: 700, 720, 721, 728
Email addresses: ncmb.dole@ncmb.gov.ph, admin_co@ncmb.gov.ph



POSTING CERTIFICATE

This is to certify that the **NATIONAL CONCILIATION AND MEDIATION BOARD-CENTRAL OFFICE** has posted the Annual Procurement Plan-non CSE for FY 2025 on its website, which can be accessible through this link: <http://ncmb.gov.ph/transparency-seal/>.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 28th day of January 2025.


HAROLD MAY B. TAYAOAN
Head, BAC Secretariat