


**NATIONAL CONCILIATION AND MEDIATION BOARD - CENTRAL OFFICE**  
**ANNUAL PROCUREMENT PLAN-non CSE for FY 2025**  
**Changes within the 1st Semester**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity (Yes or No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			REMARKS  (brief description of the Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	<b>ANNUAL CONTRACTS - GENERAL SERVICES</b>												
	Janitorial Services	ADMIN	No	Public Bidding	August	August	September	September	GAA	1,300,000.00	1,300,000.00		
	Courier Services	ADMIN	No	Negotiated Procurement / Shopping	N/A	N/A	April	April	GAA	300,000.00	300,000.00		Renewal
	<b>UTILITIES EXPENSES</b>												
	Annual Supply and Delivery of Mineral Water	ADMIN	No	Negotiated Procurement / Shopping	N/A	N/A	June	June	GAA	70,000.00	70,000.00		Renewal
	<b>LEASE OF REAL PROPERTY AND EQUIPMENT</b>												
	Annual Rental of Copier Machine	ADMIN	No	Negotiated Procurement / Shopping	N/A	N/A	December	January	GAA	70,000.00	70,000.00		Renewal
	Advance Office Rental and Security Deposit	ADMIN	No	Negotiated Procurement / Shopping	N/A	N/A	N/A	January	GAA	200,000.00	200,000.00		
	<b>SUPPLIES AND MATERIALS</b>												
	Supply and Delivery of Magnetic Pin	ADMIN	NO	Negotiated Procurement / Shopping	July	August	August	August	GAA	48,000.00	48,000.00		
	<b>ISSP - INFORMATION TECHNOLOGY</b>												
	Video Conferencing Software (including RCMBs)	RID	No	Negotiated Procurement / Shopping	N/A	N/A	N/A	June	GAA	402,500.00	402,500.00		Renewal
	<b>GRAND TOTAL</b>									<b>2,390,500.00</b>	<b>2,390,500.00</b>	<b>-</b>	

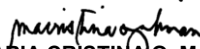
Prepared By:

  
**HAROLD MAY B. TAYAOAN**  
 Administrative Officer V  
 Head, BAC Secretariat

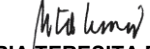
Budget Allocation Attested By:

  
**MARIZ F. TAGGUG**  
 Chief, Financial and Management Division

Recommended By:

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

Approved By:

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




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DEPARTMENT OF LABOR AND EMPLOYMENT  
**NATIONAL CONCILIATION AND MEDIATION BOARD**  
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## POSTING CERTIFICATE

This is to certify that the **NATIONAL CONCILIATION AND MEDIATION BOARD-CENTRAL OFFICE** has posted the Annual Procurement Plan (Changes within the 1st Semester) for FY 2025 on its website and 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 31st day of July 2025.

  
**HAROLD MAY B. TAYAOAN**  
Head BAO-Secretariat (NCMB-CO)