

(DEPARTMENT OF AGRARIAN REFORM - LEYTE PROVINCE) Annual Procurement Plan (Non-CSE) for FY 2025

Code (PAP)	Procurement Program/Project	PMO/ User	End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Janitorial Manpower Services	STOD		Competitive Bidding	10-Oct-24	09-Nov-24	23-Dec-24	26-Dec-24	GoP	998,419.20	998,419.20	0	Provision of the five (5) janitorial attendants. Proposed ABC includes the supplies and the tools used by the attendants. The Procurement process will be done by the Regional Office.
	Security Manpower Services	STOD		Competitive Bidding	10-Jan-24	09-Feb-24	23-Dec-24	26-Dec-24	GoP	2,437,449.48	2,437,449.48	0	Provision of nine (9) security guards. The Procurement process will be done by the Regional Office.
	CCTV Maintenance and Monitoring Services	STOD		NP-53.9 - Small Value Procurement	02-Jan-25	07-Jan-25	21-Jan-25	22-Jan-25	GoP	30,000.00	30,000.00	0	Provision of 24/7 CCTV monitoring & preventive maintenance of CCTV peripherals
	Rental of DARPO Leyte Office & DARMOs.	STOD		Lease of Real Property and Venue	10-Oct-24	09-Nov-24	23-Dec-24	26-Dec-24	GoP	3,382,500.00	3,382,500.00	0	Renewal, inclusive of DARPO, DARMO Kananga, Jaro, Dagami, Ormoc
	Common Use Supplies, Equipment and Materials available at Procurement Service	STOD, DARAB, LTID, LEGAL & PBDD		NP-53.5 Agency-to-Agency	N/A				GoP	2,207,730.22	2,207,730.22	0	Not applicable. To be procured from another agency of the government in accordance with Sec. 53.5 and Appendix 6 of the IRR of RA 9184.
	Common Use Supplies, Equipment and Materials not available at Procurement Service	STOD, DARAB, LTID, LEGAL & PBDD		Sec. 52.1 - Shopping	N/A				GoP	2,734,764.18	2,734,764.18	0	
	Gasoline and other POL Products	STOD, DARAB, LTID, LEGAL & PBDD		Sec. 53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) products and Airline Tickets	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	1,438,200.00	1,438,200.00	0	Supply of Gasoline and other POL Products for DARPO Leyte vehicles.
	Supply and Delivery of Spare Parts, Repair and Maintenance of Service Vehicles	STOD, DARAB, LTID, LEGAL & PBDD		NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	440,000.00	440,000.00	0	
	Supply and Delivery of Hardware/Construction Materials for DAR Municipal Offices and other divisions of DARPO Leyte	STOD, DARAB, LTID, LEGAL & PBDD		NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	300,000.00	300,000.00	0	Repair and provision of hardware or construction materials for DARMOs and other divisions of DARPO Leyte for the necessary repairs.
	Spare Parts ,Repair, Cleaning and Maintenance of Airconditioners of DARPO Leyte	STOD, DARAB, LTID, LEGAL & PBDD		NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	100,000.00	100,000.00	0	Repair, Cleaning and Maintenance of DARPO Leyte Airconditioners
	Purchase and Delivery of Garments (T-Shirt and Athletic Uniforms) with Print for CARP Anniversary	STOD, LTID, PBDD, DARAB, LEGAL		NP-53.9 - Small Value Procurement	01-May-25	08-May-25	15-May-25	16-May-25	GoP	252,400.00	252,400.00	0	Intended for all sectors for the CARP Anniversary Celebration
	Publication of Activities, Decisions and Notices under LTSP	LTID		NP - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	125,000.00	125,000.00	0	Intended for the publication of NLVA and Field Investigation activities
	Lease of Venue with Catering Services for the DARPO Leyte Biliran Year - End Assessment/Conference	STOD, LTID, PBDD, DARAB, LEGAL		NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	680,000.00	680,000.00	0	

	Lease of Venue with Catering Services for the DARPO Leyte Biliran General Assembly cum CARP Anniversary Celebration	STOD, LTID, PBDD, DARAB, LEGAL	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	570,000.00	570,000.00	0	
	Lease of Venue with Catering Services for DARAB Division activities	DARAB	Lease of Real Property and Venue	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	1,245,000.00	1,245,000.00	0	
	Publication of Activities, Decisions and Notices under DARAB	DARAB	NP - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	400,000.00	400,000.00	0	Intended for the publication of Notices of Decision, Cancellation of CLOA and Notices of Hearing
	Purchase and Delivery of Postal Stamps	STOD, DARAB, LEGAL	NP-53.5 Agency-to-Agency	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	250,000.00	250,000.00	0	Provision of postal stamps to DARAB, Legal and STOD.
	Water Services	STOD, LTID, PBDD, DARAB, LEGAL		N/A				GoP	240,000.00	240,000.00	0	To renew the services of the existing service provider in accordance with GPPB Resolution NO. 019 - 2006 dated December 26, 2006.
	Electricity Services	STOD, LTID, PBDD, DARAB, LEGAL		N/A				GoP	2,640,000.00	2,640,000.00	0	To renew the services of the existing service provider in accordance with GPPB Resolution NO. 019 - 2006 dated December 26, 2006.
	Internet Services	STOD, LTID, PBDD, DARAB, LEGAL		N/A				GoP	500,000.00	500,000.00	0	To renew the services of the existing service provider in accordance with GPPB Resolution NO. 019 - 2006 dated December 26, 2006.
	Landline Services	STOD		N/A				GoP	90,000.00	90,000.00		
	Purchase and Delivery of Cellcards	PARCCOM	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	19,200.00	19,200.00	0	
	Cable Services	STOD, LTID, DARAB		N/A				GoP	11,400.00	11,400.00	0	To renew the services of the existing service provider in accordance with GPPB Resolution NO. 019 - 2006 dated December 26, 2006.
	Purchase of Plane Tickets	STOD, LTID, PBDD, DARAB, LEGAL, PARCCOM	Sec. 53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) products and Airline Tickets	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	1,140,000.00	1,140,000.00	0	
	Publication of DARPO Leyte Newsletter	STOD, LTID, PBDD, DARAB, LEGAL	NP - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	10-Jan-24	09-Feb-24	23-Dec-24	26-Dec-24	GoP	35,000.00	35,000.00	0	
	Supply and Delivery of Construction Materials for the Fabrication of Survey Monuments	LTID	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	200,000.00	200,000.00	0	
	Notarial Services and Documentary Stamp	LTID	NP - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	100,000.00	100,000.00	0	
	Printing and Delivery of Survey Returns, Narrative Technical Descriptions (NTDs), Sepia and Blueprint Copies of ASP, Lot Data Computation (LDC) and Technical Description in BL Form V-37	LTID	Agency to Agency Procurement; Direct Contracting	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	600,000.00	600,000.00	0	Renewal
	Lease of Real Time Kenitec (RTK) Instruments	LTID	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	400,000.00	400,000.00	0	
	Lease of Venue with Catering Services for Legal Division activities	LEGAL	Lease of Real Property and Venue	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	300,000.00	300,000.00	0	
	Supply and Delivery of Catering Services for ARBDSP activities under Social Infrastructure Building (SIB)	ARBDSPP	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	2,402,400.00	2,402,400.00	0	
	Supply and Delivery of Catering Services for ARBDSP activities under Enterprise Development & Economic Support (EDES)	ARBDSPP	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	806,000.00	806,000.00	0	

Supply and Delivery of Catering Services for ARBDSP activities under Climate Resilient Farm Productivity Support (CRFPS)	ARBDSP	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	140,100.00	140,100.00	0	
Supply and Delivery of Catering Services for ARBDSP activities under Supervisory & Monitoring	ARBDSP	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	983,500.00	983,500.00	0	
Lease of Venue and Supply and Delivery of Catering Services for STOD Conferences and Other Activities	STOD	Lease of Real Property and Venue	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	1,163,000.00	1,163,000.00		
Lease of Venue and Supply and Delivery of Catering Services for STOD Conferences and Other Activities	STOD, ARBDSP	Lease of Real Property and Venue	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	200,000.00	200,000.00		
Various Catering Services for the various Activities of LTSP	LTSP	Lease of Real Property and Venue	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	750,000.00	750,000.00		
Lease of Venue and Supply and Delivery of Catering Services for LTSP Activities	LTSP	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	614,000.00	614,000.00		
Supply and Delivery of Tokens and Plaques	STOD, LTSP, ARBDSP, DARAB, LEGAL	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	200,000.00	200,000.00		
Lease of Venue Supply and Delivery of Catering Services for GAD Activities	GAD	Lease of Real Property and Venue	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	900,000.00	900,000.00		
Supply and Delivery of Garments (Polo Shirt with Print) for Women's Month Activity under GAD	GAD	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	320,000.00	320,000.00		
Supply and Delivery of T-Shirts and Other Garments	STOD, LEGAL	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	250,000.00	250,000.00		
Lease of Venue with Catering Services for PARCCOM activities	PARCCOM	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	120,400.00	120,400.00		
Supply and Delivery of Catering Services for the conduct of MANCOM	STOD, LTSP, DARAB, LEGAL, ARBDSP	NP-53.9 - Small Value Procurement	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	750,000.00	750,000.00		
Notarial Services	LEGAL	NP - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	Jan-Dec 2025	GoP	100,000.00	100,000.00		
TOTAL								33,566,463.08	33,566,463.08		

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

ROEHL-LEE ROY A. MARMITA
PCAO

Certified Funds Available / Certified Appropriate Funds Available:

SHEILA LUCILLE M. SEMBRERO
Budget Officer

Approved by:

ATTY. DANIEL E. PEN
Head of Office/Agency



POSTING CERTIFICATION

THIS IS TO CERTIFY that the **Department of Agrarian Reform Leyte Provincial Office**, has submitted the Annual Procurement Plan (APP) FY 2025 to DAR Central Office for the posting in the DAR website and can be accessible through the link: <https://www.dar.gov.ph/transparency-seal/>.

This certification is being issued in compliance with GPPB Circular No. 02-2020.

Done this 30th day of January, 2025. DAR Leyte Provincial Office, Tacloban City.

Kristine Y. Abril
KRISTINE Y. ABRIL
BAC, Head Secretariat