



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
 1559 Matimco Bldg, Km 4., Libertad, Butuan City
 caraga.dilg.gov.ph

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Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Preparation of Annual Procurement Plan							
Project Procurement Management Plan	Project Procurement Management Plan	10.16.17					
Annual Procurement Plan	Annual Procurement Plan	10.16.17					

Prepared By

KAREN GRACE S. GABINITE
 LGDO II
Document Controller

Noted By

DONALD A. SERONAY
 Asst. Regional Director
Regional QMR



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Name of Division/FOU: **Finance and Administrative Division**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Preparation of Annual Procurement Plan							
QP-R13-FAD-12	Quality Procedure	10.16.17					
QO-QP-R13-FAD-12	Quality Objective	10.16.17					
QME-QP-R13-FAD-12	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-12-01	Process Summary Logsheet	10.16.17					

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 LGCO II
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QUALITY PROCEDURE (QP)

PROCEDURE TITLE	PREPARATION OF ANNUAL PROCUREMENT PLAN	
SCOPE	This process starts from preparation of Project Procurement Management Plan (PPMP) by respective divisions/units and preparation of Annual Procurement Plan(APP) up to the submission of APP to DILG- Central Office and DBM – Procurement service (PS)	
PURPOSE	To ensure that all procurement activities are properly observed as stipulated in the guidelines issued by the Government Procurement Policy Board (GPPB).	
PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
End-User PPMP Request	Preparation of Annual Procurement Plan	APP APP Submission to DBM and DILG CO
<p>Descriptive Statement: This process is in compliance with the requirement under RA 9184 to ensure the implementation of procurement system for transparency and competitiveness.</p>		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	End User/Division Concerned	Preparation of PPMP	<ul style="list-style-type: none"> Prepares PPMP for annual requirement as to supplies/equipment and services in a given year Submit to Budget Section for funding allocation 	PPMP
2	Budget Section	Review PPMP	<ul style="list-style-type: none"> Evaluate PPMP to ensure funding allocation based on the Agency's Budget for the given year according to Object of Expenditures. Forward to BAC Secretariat 	Operation Plan and Budget PPMP
3	BAC Secretariat	PPMP Consolidation and APP preparation	<ul style="list-style-type: none"> Review Annual Procurement Plan based on the consolidated PPMP Budget officer certifies the APP as to availability of funds Forward ther APP to the Head of Procuring Entity for 	PPMP APP
4	Head of Procuring Entity	Approval of APP	<ul style="list-style-type: none"> ARD, for initial on the APP Regional Director - approval on the APP 	
5	GSS/FOUs	Submit approved APP to DBM and DILG-CO	<ul style="list-style-type: none"> Submit original copy of signed APP to DBM-PS not later than August 31 of every year; Submit ecopy (in PDF format) to app.nga.ps@gmail.com Submit ecopy to DILG Central Office BAC Secretariat 	<ul style="list-style-type: none"> APP consolidated
6	BAC Secretariat, GSS	Retain records	<ul style="list-style-type: none"> File ciopy of APP with supporting PPMP 	<ul style="list-style-type: none"> APP and PPMP