




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Region XIII (Caraga)
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Name of Division/FOU: Finance and Administrative Division - General Services Section

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Preparation of Annual Procurement Plan									
	PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)	GSS	GSS Cabinet		Latest on top	1 year	1	2 years	re-use
	ANNUAL PROCURERMENT PLAN (APP)	GSS	GSS Cabinet		Latest on top	1 year	1	2 years	re-use

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 Regional QMR






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Name of Division/FOU: Finance and Administrative Division - General Services Section

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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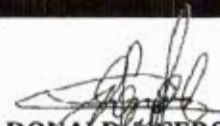
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Name of Division/FOU: Finance and Administrative Division - General Services Section

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 (PPMP)						
	ANNUAL PROCURERMENT PLAN (APP)						

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DILG-CENTRAL OFFICE
**QUALITY
 PROCEDURE (QP)**

Document Code		
QP-R13-FAD-12		
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PROCEDURE TITLE	PREPARATION OF ANNUAL PROCUREMENT PLAN
SCOPE	This process starts from the 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	Preparation of Annual Procurement Plan	APP → APP Submission to DBM and DILG-CO

Descriptive Statement: This process is in compliance with the requirement under RA 9184 to ensure the implementation of procurement system for transparency and competitiveness.

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 of 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 is Object of Expenditures. Forward to BAC Secretariat. 	<ul style="list-style-type: none"> Operation Plan and Budget PPMP
3	BAC Secretariat	PPMP Consolidation and APP preparation	<ul style="list-style-type: none"> Review and consolidate PPMP Prepare Annual Procurement Plan based on the consolidated PPMP Budget Officer, certifies the APP as to availability of funds. Forward the APP to the Head of Procuring Entity for approval. 	<ul style="list-style-type: none"> PPMP APP





DILG-CENTRAL OFFICE
**QUALITY
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
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	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 November 30 of every year. • Submit ecopy (in PDF format) to app.nga.ps@gmail.com • Submit ecopy to DILG Central Office BAC Secretariat 	APP consolidated
6	BAC Secretariat, GSS	Retain records	File copies of APP with supporting PPMP	APP and PPMP

Definition of Terms:

- BAC Secretariat - committee assigned to undertake the functions specified in Section 14 (i) of the IRR of RA 9184.
- PPMP - Project Procurement Management Plan
- APP - Annual Procurement Plan
- BAC - Bids and Awards Committee

Legal References:

Section 7.3.2 of the IRR of RA 9184
 Section 7.3.4 of the IRR of RA 9184

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 EDGARDO T. CUBILLAS Admin. Officer V	 DONALD A. SERONAY CAO/OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





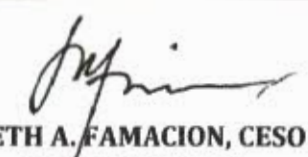


DILG REGION XIII (CARAGA)
**QUALITY
 OBJECTIVE (QO)**

Document Code		
QO-QP-R13-FAD-12		
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DIVISION/FOU	Finance and Administrative Division, General Services Section
QUALITY PROCEDURE TITLE	PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Preparation of Annual Procurement Plan (APP)	Timely submission of APP to DILG Central Office and DBM-Procurement Service	On or before November 30 of every year	<ul style="list-style-type: none"> Expected date of submission Actual date of submission No. Of days elapsed = Expected date of submission – Actual date of submission 	Annual	GSS, BAC Secretariat	<ul style="list-style-type: none"> PPMP APP

Prepared By	Reviewed By	Approved By
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Process Owner	Regional QMR	Top Management





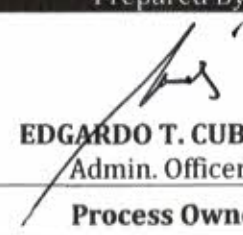
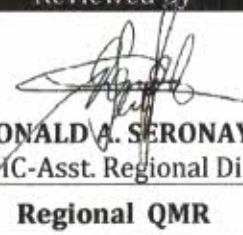

DILG REGION XIII (CARAGA)
**PROCESS QUALITY MONITORING
 AND EVALUATION (QME)**

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QME-QP-R13-FAD-12		
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DIVISON/FOU	FINANCE AND ADMINISTRATIVE DIVISION
PROCEDURE TITLE	PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)
OBJECTIVE STATEMENT	Timely submission of Annual Procurement Plan for submission to DILG Central Office and DBM-PS
CURRENT PERIOD	

INDICATORS		YEAR 1	YEAR 2	YEAR 3	Total
Objective : Timely submission of APP to DILG Central and DBM - PS on or before November 30 each year.					
A	Expected date of submission of APP to DILG-CO and DBM-PS				
B	Actual date of submission to DILG-CO and DBM - PS				
C	No. of Days Elapsed = A-B	Target Result: >0			
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met				

Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.

Prepared By	Reviewed By	Approved By
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DILG REGION XIII (CARAGA)

Preparation of Annual Procurement Plan Process Summary Logsheets (PSL)

Document Code
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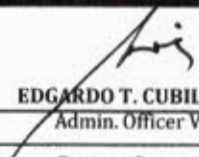
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QUALITY OBJECTIVE: Timely submission of Annual Procurement Plan to DILG-Central Office and DBM-PS
FREQUENCY OF MONITORING: Annual
COVERED PERIOD:
Due Date of Submission: On or before Nov. 30 of each year
Legend:

No.	Operating Unit/End User	Date of PPMP submitted	No. of PPMP submitted	Date of APP submitted	Objective Results			Remarks/Particulars
					Met	Unmet	Remarks, if unmet	
1								
2								
3								
4								
5								
6								
7								
8								

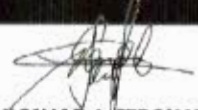
Total
Result

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