

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**


Name of Agency: DILG Regional Office 02

Period: CY 2017

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1	sub-indicators a and b	Agency will exert efforts to combine related procurements into one procurement activity to be conducted via public bidding	BAC and BAC Secretariat	3rd Quarter 2018	
2	sub-indicators a and b	Agency will exert efforts to combine procurement of regular office supplies into one procurement activity to be conducted via public bidding	BAC and BAC Secretariat	4th Quarter 2018	
3	sub-indicator a	Agency will exert efforts to create more effective mechanisms for bidders to have wider knowledge of our Public Biddings	BAC and BAC Secretariat	1st Quarter 2018	
7	sub-indicator b	Agency will exert efforts to regularly create its periodic PMRs	BAC and BAC Secretariat	4th Quarter 2018	
10	sub-indicator a	Agency will, in addition to the SPMS, establish mechanism to evaluate performance of procurement personnel	Agency Management	1st Quarter 2018	
13	sub-indicator a	Agency will make efforts to encourage invited observers to attend procurement activities	BAC and BAC Secretariat	3rd Quarter 2018	
14	sub-indicator a	Agency will establish IAU in consultation with the Central Office	Agency Management	1st Quarter 2018	
16	sub-indicator a	Agency will establish anti-corruption program related to procurement	Agency Management	1st Quarter 2018	

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