



**QUALITY
PROCEDURE**

Document Code		
QP-RO2-FAD-GSS-07		
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PROCEDURE TITLE	PREPARATION OF THE ANNUAL PROCUREMENT PLAN (APP)
SCOPE	This procedure starts from the issuance of a Memorandum to all End-Users/Implementing Units for the submission of their respective Project Procurement Management Plan (PPMP) up to the submission of the approved APP to Central, Office, DBM, COA, GPPB and PBB-IATF as well as post at the website of DILG Region 02.
PURPOSE	To define the standard procedure for the preparation of the APP in order to ensure the efficient and effective provision of procurement needs/requirements to enable the continuous operation of the different offices in the region.

PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
Budget Proposal and PPMP End-Users/BAC Secretariat & BAC / HOPE	PREPARATION OF THE APP	Consolidated APP End-Users/ Regional Operations

DESCRIPTIVE STATEMENT:
In the preparation of the indicative APP pursuant to RA 9184, the end-users or implementing units shall formulate their respective PPMPs for their different programs, projects and activities (PPAs) based on their specific needs. The PPMPs shall then be submitted to the Budget Officer for evaluation in order to ensure consistency with DILG Region 02 budget proposal and compliance with existing budgeting rules and regulations. The PPMPs included in the budget proposal shall be forwarded to the BAC Secretariat for consolidation into an indicative APP and to the BAC for final recommendation of the appropriate procurement modality. The indicative APP shall be submitted to the Regional Director (HOPE) for approval.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	BAC Secretariat	Preparation of Memorandum to all End-Users/ Implementing Units on the submission of PPMPs.	Prepare and send memorandum to all End-Users/ Implementing Units re submission of their respective PPMPs.	<ul style="list-style-type: none"> RA 9184 (Rule II, Section 7.3) PPMP Form
2	End-Users/ Implementing Units	Formulation and submission of PPMPs	Formulate and submit PPMPs thru the Records Section	<ul style="list-style-type: none"> RA 9184 (Rule II, Section 7.3) PPMP Form
3	Records Officer/ Staff	Receipt of PPMPs submitted by all concerned	Receive, record and forward the PPMPs to the Budget Section.	
4	Budget Officer/ Staff	Evaluation of the PPMPs	Evaluate the PPMPs to confirm consistency with budget proposal Forward the evaluated PPMPs to the BAC Secretariat	<ul style="list-style-type: none"> PPMPs Budget Proposal
5	BAC Secretariat	Consolidation of PPMPs into an indicative APP	Consolidate the PPMPs into an indicative APP.	<ul style="list-style-type: none"> RA 9184 Evaluated



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				PPMPs • Indicative APP
6	BAC Secretariat/ BAC Members	Review of the indicative APP and recommendation for approval.	Review the indicative APP pursuant to the requirements of RA 9184. If found in order, the BAC members sign the APP and recommend approval of the Regional Director (HOPE).	Approved APP
7	Regional Director/ HOPE	Approval of the APP	Approve/ sign APP.	
8	BAC Secretariat	Submission of the Approved APP	Submit the APP thru email to Central Office, DBM, COA, GPPB and PBB-IATF as well as post at the website of DILG Region 02.	
9	GSS Chief/ ADA IV	Retain documents for reference.	Retain copy each of the documents for file and reference .	Files

Definition of Terms:

- End-Users/ Implementing Units refer to the different Divisions/ Units/ Provincial Offices

Legal References:

- RA 9184 re Government Procurement Reform Act (GPRA)

CONTROLLED COPY

Prepared By	Reviewed By		Approved By
 MAGDALENA C. ORANDA AO V/GSS Chief	 LORNA M. DURWIN Chief Adm. Officer	 ATTY. ODILON L. PASARABA, CESO V Assistant Regional Director	 JONATHAN PAUL M. LEUSEN, JR., CESO IV Regional Director
Process Owner	Deputy QMR	Regional QMR	Top Management



QUALITY OBJECTIVE (QO)

OFFICE	Bids and Awards Committee (BAC) Secretariat
QUALITY PROCEDURE TITLE	Preparation of the Annual Procurement Plan (APP)

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> Facilitate the preparation of the Annual Procurement Plan (APP) 	<ul style="list-style-type: none"> Timely submission of the indicative APP 	<ul style="list-style-type: none"> On or before the end of November 	<ul style="list-style-type: none"> Date submitted to the Head of the Procuring Entity (HoPE) and/or other oversight bodies Date of the last working day of November 	<ul style="list-style-type: none"> Annual 	<ul style="list-style-type: none"> Bids and Awards Committee (BAC) 	<ul style="list-style-type: none"> Receiving copy of the indicative APP

Prepared By		Reviewed By		Approved By	
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		Regional QMR	Top Management		



PROCESS QUALITY MONITORING AND EVALUATION (QME)

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QME-QP-R02-FAD-GSS-07

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OFFICE	Bids and Awards Committee (BAC) Secretariat
PROCEDURE TITLE	Preparation of the Annual Procurement Plan (APP)
OBJECTIVE STATEMENT	Timely submission of the indicative Annual Procurement Plan (APP) on or before the end of November.
CURRENT PERIOD	CY 2017

	INDICATORS	Budget Year	Total
Objective 1:			
A	Date submitted to the Head of the Procuring Entity (HoPE) and/or other oversight bodies	November 15, 2017	1
B	Date of the last working day of November	November 29, 2017	
C	Formula: Variance=B-A	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 of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.

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Process Owner	Deputy QMR	Regional QMR
		 JONATHAN PAUL M. DEUSEN, JR., CESO IV Regional Director
		Top Management