



Republic of the Philippines  
**Provincial Environment and Natural Resources Office-Bukidnon**  
San Victorios Street, Brgy.9, Malaybalay City, Bukidnon  
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No.: (088) 813-2104

**MEMORANDUM**

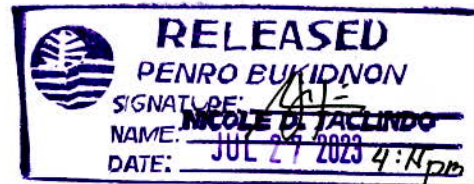
**FOR** : **The Regional Executive Director**  
DENR-X, Puntod, Cagayan de Oro City

**ATT'N** : **The Chief, General Services Section**  
**The Chief, Procurement Section**

**FROM** : **The PENR Officer**  
DENR-PENRO Bukidnon, Malaybalay City

**DATE** : July 27, 2023

**SUBJECT** : **SUBMISSION OF ANNUAL PROCUREMENT PLAN (APP)**  
**FOR THE FY 2023 (CHANGES WITHIN 1<sup>ST</sup> SEMESTER) OF**  
**DENR-PENRO BUKIDNON**



Submitting herewith is the Annual Procurement Plan (APP) with changes within first semester of DENR-PENRO Bukidnon for FY 2023 using the prescribed format.

This is in compliance to the Government Procurement Policy Board (GPBB) Advisory No. 03-2022.

For information and record.

  
**VERGILINO P. ALIMA**

*Frob/acct'g*



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## POSTING CERTIFICATION

**THIS IS TO CERTIFY** that the **Provincial Environment and Natural Resources Office (PENRO) - Bukidnon** has posted its Annual Procurement Plan (APP)) with changes within first semester for the FY 2023 on our official website and can be accessible through this link: [www.penrobuk.com.ph](http://www.penrobuk.com.ph).

This Certification is being issued in compliance with GPBB Advisory No. 03-2022 this 27<sup>th</sup> day of July 2023.

  
**NORA F. FLORES**

Head, Bids and Awards Committee Secretariat



Republic of the Philippines  
**Department of Environment and Natural Resources, Region 10**  
 Puntod, Cagayan de Oro City  
 E-mail add: denr10@gmail.com Telephone No.: (088) 856-9066 Fax No.: 856-8200

### PENRO BUKIDNON Revised Annual Procurement Plan (Non Common Office Supplies) for FY 2023

Code (PAP)	Procurement Program/Project	PMO/ User	End- Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000, 100000100002000, 200000100005000, 310100100001000, 310100100002000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	Common Use Office Supplies (procured at PS-DBM)	PENRO BUKIDNON	Shopping-Ordinary/ Regular Office & Equipment (Sec.52.1.a)					GOP	4,090,000.00	4,090,000.00		
100000100001000, 200000100005000, 310100100001000, 310100100002000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	ICT Office Supplies	PENRO BUKIDNON	Shopping-Ordinary/ Regular Office & Equipment (Sec.52.1.a)					GOP	2,884,000.00	2,884,000.00		
100000100001000	<u>ICT Training</u> Catering Services/ Food, Venue and Accommodation/ Food & Venue/ Trainings & Workshop/ Learning Events/ Transportation	PENRO BUKIDNON	Negotiated Procurement- Small Value Procurement/ Shopping					GOP	100,000.00	100,000.00		
100000100001000, 200000100005000, 310100100001000, 310100100002000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	<u>Trainings</u> Catering Services/ Food, Venue and Accommodation/ Food & Venue/ Trainings & Workshop/ Learning Events/ Transportation	PENRO BUKIDNON	Negotiated Procurement- Small Value Procurement/ Shopping					GOP	3,904,000.00	3,904,000.00		

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/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
310204100001000	<b>Accountable Forms</b>	PENRO BUKIDNON		Negotiated Procurement-Agency to Agency					GOP	50,000.00	50,000.00		
310202100001000	<b>Animal/ Zoological Supplies</b>	PENRO BUKIDNON		Shopping					GOP	50,000.00	50,000.00		
100000100002000	<b>Drugs and Medicines</b> Multi-vitamins with Zinc/ Surgical Mask 3 ply with ear loop/ Test Strips (50 pcs per box)	PENRO BUKIDNON		Negotiated Procurement- Small Value Procurement/ Shopping					GOP	250,000.00	250,000.00		
100000100001000, 200000100005000, 310100100001000, 310100100002000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	<b>Fuel, Oil and Lubricants</b> Fuel, Oil, Lubricants and other Vehicle Maintenance Supplies and Materials	PENRO BUKIDNON		Shopping					GOP	2,780,000.00	2,780,000.00		
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	<b>Office Equipment</b> Steel Cabinets/ Water Dispenser/Executive Table/ Office Chairs/ Open Steel Rack/ Airconditioner/ Television	PENRO BUKIDNON		Negotiated Procurement- Small Value Procurement/ Shopping					GOP	845,000.00	845,000.00		
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	<b>Information and Communications Technology Equipment</b> Switch Router/ Portable USB External Hard Drive 2TB/ 4TB External Hard Drive SATA/ 24 Port Patch Panel/ Computer Desktop	PENRO BUKIDNON		Negotiated Procurement-Small Value Procurement/ Shopping					GOP	790,000.00	790,000.00		
310100100001000, 310205100001000	<b>Communication Equipment</b> Telephone/ Mobile Phones/ Fax Machines/ Handheld Radio	PENRO BUKIDNON		Negotiated Procurement-Small Value Procurement/ Shopping					GOP	130,000.00	130,000.00		

Code (PAP)	Procurement Program/Project	PMO/ End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000, 200000100005000, 310204100001000, 310205100001000	<u>Printing Equipment</u> Printers/ Plotter/ Photocopiers	PENRO BUKIDNON	Negotiated Procurement-Small Value Procurement/ Shopping					GOP	120,000.00	120,000.00		
310204100001000	<u>Technical and Scientific Equipment</u> Geo-tagged Equipment/ GPS/ CCTV Camera	PENRO BUKIDNON	Negotiated Procurement-Small Value Procurement/ Shopping					GOP	10,000.00	170,000.00		
100000100001000, 200000100005000, 310100100001000, 310100100002000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	<u>Other Supplies and Materials</u>	PENRO BUKIDNON						GOP	3,453,000.00	3,453,000.00		
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	<u>Water Expenses</u>	PENRO BUKIDNON						GOP	665,000.00	665,000.00		

Code (PAP)	Procurement Program/Project	PMO/ User	End- Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	<u>Electricity Expenses</u>	PENRO BUKIDNON						GOP	2,290,000.00	2,290,000.00		
100000100001000, 310201100001000, 310204100001000, 310205100001000	<u>Postage and Courier Services</u>	PENRO BUKIDNON						GOP	95,000.00	95,000.00		
100000100001000, 310100100001000, 310201100001000, 310205100001000	<u>Mobile</u>	PENRO BUKIDNON						GOP	152,000.00	152,000.00		
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310204100001000, 310205100001000	<u>Landline</u>	PENRO BUKIDNON						GOP	482,000.00	482,000.00		
100000100001000, 200000100001000, 200000100005000, 310100100001000, 310201100001000, 310204100001000, 310205100001000	<u>Internet Subscription Expenses</u>	PENRO BUKIDNON	Negotiated Procurement- Small Value Procurement (Sec.53.9)					GOP	825,000.00	825,000.00		

Code (PAP)	Procurement Program/Project	PMO/ End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000, 200000100005000, 310204100001000, 310205100001000	<u>Cable, Satellite, Telegraph and Radio Expenses</u>	PENRO BUKIDNON	Negotiated Procurement- Small Value Procurement (Sec.53.9)					GOP	32,000.00	32,000.00		
310201100001000, 310204100001000, 310205100001000	<u>Survey Expenses</u>	PENRO BUKIDNON						GOP	1,534,000.00	1,250,000.00		
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	<u>Other Professional Services</u>	PENRO BUKIDNON						GOP	32,000,000.00	32,000,000.00		
	Hiring of Assisting Professional/ Evaluator/ Documentor/ Photographer/ Videographer	PENRO BUKIDNON										
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310202100001000, 310204100001000, 310205100001000	<u>Security Services for CY 2022</u>	PENRO BUKIDNON	Negotiated Procurement- Small Value Procurement (Sec.53.9)	as per Approved Schedule of Bidding process	as per Approved Schedule of Bidding process	as per Approved Schedule of Bidding process	as per Approved Schedule of Bidding process	GOP	574,000.00	574,000.00		
100000100001000, 310100100001000, 310201100001000, 310205100001000	<u>Repairs and Maintenance-Buildings and Other Structures</u>  Other Structures	PENRO BUKIDNON	Shopping					GOP	6,500,000.00	6,500,000.00		

Code (PAP)	Procurement Program/Project	PMO/ User	End- Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310204100001000, 310205100001000,	<b><u>Repair and Maintenance- Machinery and Equipment</u></b> Various Office Equipment	PENRO BUKIDNON	Shopping					GOP	393,000.00	393,000.00		
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310204100001000, 310205100001000	Various Information Technology and Communication Equipment (ICT)	PENRO BUKIDNON	Shopping					GOP	605,000.00	605,000.00		
100000100001000, 310100100001000, 310204100001000, 310205100001000	Various Printing Equipment	PENRO BUKIDNON	Shopping					GOP	230,000.00	230,000.00		
310100100001000	Various Technical and Scientific Equipment	PENRO BUKIDNON	Shopping					GOP	100,000.00	100,000.00		
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310204100001000, 310205100001000	<b><u>Repairs and Maintenance- Transportation Equipment</u></b> Various Motor Vehicles	PENRO BUKIDNON	Shopping					GOP	1,250,000.00	1,250,000.00		
100000100001000	<b><u>Repairs and Maintenance- Transportation Equipment</u></b> Furniture and Fixtures	PENRO BUKIDNON	Shopping					GOP	100,000.00	100,000.00		
	<b><u>Repairs and Maintenance- Semi-Expandable Machinery and Equipment</u></b>											
100000100001000, 310201100001000	Information and Communications Technology Equipment	PENRO BUKIDNON	Shopping					GOP	200,000.00	200,000.00		
100000100001000, 310201100001000	Technical and Scientific Equipment	PENRO BUKIDNON	Shopping					GOP	150,000.00	150,000.00		
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310204100001000	<b><u>Fidelity Bond Premiums</u></b>	PENRO BUKIDNON	Shopping					GOP	66,000.00	66,000.00		
100000100001000, 200000100005000, 310100100001000, 310201100001000, 310201100001000	<b><u>Insurances</u></b>	PENRO BUKIDNON	Negotiated Procurement-Agency to Agency					GOP	252,000.00	252,000.00		
	Building/ Motor Vehicle Insurance											



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/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000, 310100100001000, 310201100001000, 310202100001000, 310205100001000	<u>Labor and Wages</u>	PENRO BUKIDNON		Shopping					GOP	2,488,000.00	2,488,000.00		
200000100005000, 310100100001000, 310201100001000, 310205100001000	<u>Advertising Services</u>	PENRO BUKIDNON		Shopping					GOP	280,000.00	280,000.00		
200000100005000, 310100100001000, 310201100001000, 310204100001000, 310205100001000	<u>Printing and Publication</u> Publication & Printing Services (Newspaper/ other publication or printing entity)	PENRO BUKIDNON		Shopping					GOP	308,000.00	308,000.00		
100000100001000, 200000100005000, 310100100001000, 310205100001000	<u>Representation Expenses</u>	PENRO BUKIDNON		Shopping					GOP	525,000.00	525,000.00		
200000100005000, 310100100001000, 310205100001000	<u>Transportation and Delivery Expenses</u>	PENRO BUKIDNON		Shopping					GOP	1,150,000.00	1,150,000.00		

Code (PAP)	Procurement Program/Project	PMO/ End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
310205100001000	<u>Other Subscription Expenses</u>	PENRO BUKIDNON						GOP	50,000.00	50,000.00		
100000100001000, 200000100005000, 310100100001000, 310100100002000, 310201100001000, 310204100001000, 310205100001000	<u>Other Maintenance and Operating Services</u>	PENRO BUKIDNON						GOP	1,118,000.00	1,118,000.00		
310205100001000	<u>Land Improvement Outlay</u> Reforestation Projects	PENRO BUKIDNON	Negotiated Procurement- Community Participation					GOP	65,938,000.00		65,938,000.00	
310205100001000	<u>Transportation Equipment Outlay</u> Motor Vehicles	PENRO BUKIDNON	Public Bidding					GOP	2,100,000.00		2,100,000.00	
100000100001000	<u>Buildings and Other Structures</u> Construction of CENR Office Building	CENRO Talakag	Public Bidding					GOP	5,000,000.00		5,000,000.00	
100000100001000	Improvement of Water System of CENRO Valencia	CENRO Valencia City	Public Bidding					GOP	1,184,000.00		1,184,000.00	
310100100001000	Natural Resources Management Arrangement & Permit Issuance	PENRO BUKIDNON	Public Bidding					GOP	2,000,000.00		2,000,000.00	
Changes within First Semester CY 2023												
	Slim Trash Bin Black LID	PENRO BUKIDNON	Small Value Procurement					GOP	17,500.00		17,500.00	
	Plastic container with cover	PENRO BUKIDNON	Small Value Procurement					GOP	1,500.00		1,500.00	
	Plastic Water Dipper	PENRO BUKIDNON	Small Value Procurement					GOP	900.00		900.00	
	Dustpan Stainless Holder	PENRO BUKIDNON	Small Value Procurement					GOP	1,500.00		1,500.00	
	Hot, Warm and Cold Water Dispenser	PENRO BUKIDNON	Small Value Procurement					GOP	19,500.00		19,500.00	
	Mop Bucket/Mini Wringer	PENRO BUKIDNON	Small Value Procurement					GOP	9,600.00		9,600.00	
	Flat Mop-Small	PENRO BUKIDNON	Small Value Procurement					GOP	2,400.00		2,400.00	
	Soft Broom	PENRO BUKIDNON	Small Value Procurement					GOP	6,000.00		6,000.00	
	Broom Stick	PENRO BUKIDNON	Small Value Procurement					GOP	5,000.00		5,000.00	
	Window Brush	PENRO BUKIDNON	Small Value Procurement					GOP	400.00		400.00	
	Vacuum Cleaner 30L	PENRO BUKIDNON	Small Value Procurement					GOP	10,500.00		10,500.00	
	Pressure Washer	PENRO BUKIDNON	Small Value Procurement					GOP	9,000.00		9,000.00	
	Polishing Sponge	PENRO BUKIDNON	Small Value Procurement					GOP	500.00		500.00	
	Drill Bit	PENRO BUKIDNON	Small Value Procurement					GOP	1,200.00		1,200.00	
	Safety Vault (Hotel Safe with Digital lock and Led display)	PENRO BUKIDNON	Small Value Procurement					GOP	7,800.00		7,800.00	
	Safety vaults (home safe with digital lock and LDC display)	PENRO BUKIDNON	Small Value Procurement					GOP	4,300.00		4,300.00	
	Portable Monitor	CENRO Manolo Fortich	Small Value Procurement					GOP	15,000.00		15,000.00	Page 8 of 9

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/Project)
						Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Scanner		CENRO Manolo Fortich		Small Value Procurement					GOP	40,000.00		40,000.00	

#### DEFINITION

**1. PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

**2. PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

**3. PMO/End User** - Unit as proponent of program or project

**4. Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

**5. Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).

**6. Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund

**7. Estimated Budget** - Agency approved estimate of project/program costs

**8. Remarks** - brief description of program or project

**Remarks**  
Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

Breakdown into mooe and co for tracking purposes; aligned with budget documents

Any remark that will help GPPB track programs and projects

Prepared by:

  
**NORA F. FLORES**  
BAC Secretariat

Certified Fund Available/  
Certified Appropriate Funds Available:

  
**BRIAN O. CALMA**  
Accountant III

Approved by:

  
**VERGILINO P. ALIMA**  
PENR Officer