



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
 Area Office for Mindanao  
 Earth corner Libra Street, GSIS Heights  
 Matina, Davao City

**INDICATIVE ANNUAL PROCUREMENT PLAN FOR C.Y. 2025**

CODE	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (PbP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
<b>I. MACHINERY &amp; EQUIPMENT</b>												
<b>I.I. OFFICE EQUIPMENT</b>												
2025-OFE-0001	Voice Recorder	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	184,000.00	184,000.00		
2025-OFE-0002	Electric Stand Fan, Low-Noise	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	50,000.00	50,000.00		
2025-OFE-0003	Mirrorless Camera	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	300,000.00		300,000.00	for Field Investigation
2025-OFE-0004	Camera Telephoto Zoom Lens	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	120,000.00		120,000.00	for Field Investigation
2025-OFE-0005	Portable and Rapid Quadcopter Drone	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	150,000.00		150,000.00	for Field Investigation
2025-OFE-0006	Water Dispenser - Top Load (Hot & Cold)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	6,000.00	6,000.00		
2025-OFE-0007	Laser Presenter Pointer	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	5,000.00	5,000.00		
2025-OFE-0008	Heavy Duty Stapler	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	10,000.00	10,000.00		
2025-OFE-0009	Air Purifier	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	25,000.00	25,000.00		
2025-OFE-0010	UHD Smart TV (Frameless, At least 55 inches above)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	30,000.00	30,000.00		
2025-OFE-0011	Smart Television	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	30,000.00	30,000.00		
2025-OFE-0012	Heavy Duty Ream Cutter (Paper Cutter)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	18,000.00	18,000.00		
2025-OFE-0013	Rechargeable Electric Fan with Light	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	25,000.00	25,000.00		for Power Interruption Purposes
2025-OFE-0014	Supply, Delivery and Start-Up of Precision Air Conditioning (PACU) System of the Main Distribution Frame (MDF) Room	OMB-MIN	Competitive Bidding	PhilGEPS/OMB-Website		2nd Quarter		GoP	6,000,000.00		6,000,000.00	For Area Office in Mindanao
2025-OFE-0015	Body-Worn Camera	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	30,000.00	30,000.00		for Field Investigation
2025-OFE-0016	Car Vacuum Cleaner (Portable, 12V)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	5,000.00	5,000.00		
2025-OFE-0017	Flexible Microphone	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	30,000.00	30,000.00		
<b>I.II. INFORMATION &amp; COMMUNICATION TECHNOLOGY EQUIPMENT</b>												
2025-ICT-0001	Multifunction Inkjet Printer/Scanner (Networked)	OMB-MIN		Delegated to Management Information System Service (MISS)				GoP	375,000.00	375,000.00		
2025-ICT-0002	Desktop Computers w/ Licensed Software and Accessories	OMB-MIN		Delegated to Management Information System Service (MISS)				GoP	1,400,000.00		1,400,000.00	
2025-ICT-0003	Micro SD 128 GB (at least UHS-1/Class 10)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	24,000.00	24,000.00		
2025-ICT-0004	Biometric Security Door Access	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	600,000.00		600,000.00	for MDF, IDF, CCTV, DRI Rooms and Cash
2025-ICT-0005	Biometric Security Door Access	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	200,000.00		200,000.00	for FIB Record Rooms
2025-ICT-0006	Biometric Device for Attendance (w/ Facial Recognition)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	120,000.00		120,000.00	
2025-ICT-0007	6TB NAS Drives for NAS Storage Expansion	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	240,000.00	240,000.00		
2025-ICT-0008	Portable High Speed Internet Satellite System Kit	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	50,000.00	50,000.00		for Field Investigation
2025-ICT-0009	Wireless Fidelity Routers	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	15,000.00	15,000.00		
2025-ICT-0010	Document Scanners, Heavy Duty	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	2,250,000.00		2,250,000.00	
<b>I.IV. OTHER MACHINERY &amp; EQUIPMENT</b>												
2025-OME-0001	Generator	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	80,000.00		80,000.00	
2025-OME-0002	Aluminum Ladder (4-Step)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	10,000.00	10,000.00		
<b>2. FURNITURE, FIXTURES &amp; BOOKS</b>												
<b>2.I. FURNITURE &amp; FIXTURES</b>												
2025-FFX-0001	Heavy Duty Utility Carts	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	27,900.00	27,900.00		
2025-FFX-0002	Heavy Duty Grocery Carts	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	10,000.00	10,000.00		



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**INDICATIVE ANNUAL PROCUREMENT PLAN FOR C.Y. 2025**

CODE	Procurement Program/Project		Mode of Procurement	Schedule of 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	
<b>2. FURNITURE, FIXTURES &amp; BOOKS</b>												
<b>2.I. FURNITURE &amp; FIXTURES (CONT'D)</b>												
2025-FFX-0003	Steel Shelves	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter	GoP	110,000.00	110,000.00			
2025-FFX-0004	Steel Cabinets	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter	GoP	110,000.00	110,000.00			
2025-FFX-0005	Office Tables	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter	GoP	30,000.00	30,000.00			
2025-FFX-0006	Office Chairs	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter	GoP	6,000.00	6,000.00			
2025-FFX-0007	Metal Cabinet with Lock (5-Layer)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter	GoP	30,000.00	30,000.00			
2025-FFX-0008	Metal Storage Cabinet (5-Layer, No Door)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter	GoP	36,000.00	36,000.00			
<b>3. LAND IMPROVEMENTS</b>												
<b>3.I. OTHER LAND IMPROVEMENTS</b>												
2025-OLI-0001	Supply of labor and materials for the construction of perimeter fence around OMB-MIN at GSIS Heights, Matina, Davao City	OMB-MIN	Competitive Bidding	PhilGEPS/OMB-Website		1st Quarter	GoP	3,200,000.00			3,200,000.00	
<b>4. MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>												
<b>4.I. TRAVELING EXPENSES</b>												
2025-TRV-0001	Traveling Expenses						GoP	5,600,000.00	5,600,000.00			
Delegated to Administrative Services												
<b>4.II. TRAINING EXPENSES</b>												
2025-TRN-0001	Training Expenses						GoP	1,415,500.00	1,415,500.00			
Delegated to Administrative Services												
<b>4.III. COMMUNICATION EXPENSES</b>												
2025-CMN-0001	Postage & Courier Services		NP-SVP	PhilGEPS/OMB-Website		4th Quarter of C.Y. 2025	GoP	578,000.00	578,000.00			
2025-CMN-0002	Telephone Expenses (Mobile/Landline)						GoP	380,000.00	380,000.00			
Delegated to Administrative Services												
2025-CMN-0003	Internet Subscription Expenses						GoP	520,000.00	520,000.00			
Delegated to Administrative Services												
<b>4.IV. GENERAL SERVICES</b>												
2025-JNT-0001	Janitorial Services		Public Bidding	PhilGEPS/OMB-Website		4th Quarter of C.Y. 2025	GoP	2,400,000.00	2,400,000.00			
2025-SEC-0001	Security Services		Public Bidding	PhilGEPS/OMB-Website		4th Quarter of C.Y. 2025	GoP	6,400,000.00	6,400,000.00			
2025-GNS-0001	Other General Services						GoP	3,000,000.00	3,000,000.00			
Delegated to Administrative Services												
<b>4.V. REPAIRS &amp; MAINTENANCE</b>												
2025-RPM-0001	Repairs & Maintenance - Buildings & Other Structures	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		as the need arises	GoP	3,856,000.00	3,856,000.00			
2025-RPM-0003	Repairs & Maintenance - Machinery & Equipment	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		as the need arises	GoP	250,000.00	250,000.00			



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<b>4. MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>											
<b>4.V. REPAIRS &amp; MAINTENANCE (CONT'D)</b>											
2025-RPM-0004	Repairs & Maintenance - Transportation Equipment	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website	as the need arises		GoP	660,000.00	660,000.00		
<b>4.VI. TAXES, INSURANCE PREMIUMS &amp; OTHER FEES</b>											
2025-TIO-0001	Taxes, Duties and Licenses	OMB-MIN	Delegated to Administrative Services				GoP	100,000.00	100,000.00		
2025-TIO-0002	Fidelity Bond Premiums	OMB-MIN	Delegated to Administrative Services				GoP	40,000.00	40,000.00		
2025-TIO-0003	Insurance Expenses	OMB-MIN	Delegated to Administrative Services				GoP	2,500,000.00	2,500,000.00		
<b>4.VII. OTHER MAINTENANCE &amp; OPERATING EXPENSES</b>											
<b>4.VII.A. PRINTING &amp; PUBLICATION EXPENSES</b>											
2025-PRP-0001	Printing & Publication Expenses	OMB-MIN	Delegated to Administrative Services				GoP	40,000.00	40,000.00		
<b>4.VII.B. REPRESENTATION EXPENSES</b>											
2025-REP-0001	Representation Expenses	OMB-MIN	Delegated to Administrative Services				GoP	50,000.00	50,000.00		
<b>4.VII.C. TRANSPORTATION &amp; DELIVERY EXPENSES</b>											
2025-TRD-0001	Transportation & Delivery Expenses	OMB-MIN	Delegated to Administrative Services				GoP	150,000.00	150,000.00		
<b>4.VII.D. RENT &amp; LEASE EXPENSES</b>											
2025-RNT-0001	Rents - Buildings & Structures	OMB-MIN	Delegated to Administrative Services				GoP	2,640,000.00	2,640,000.00		
2025-RNT-0002	Rents - Equipment	OMB-MIN	Delegated to Administrative Services				GoP	490,000.00	490,000.00		
<b>4.VII.E. OTHER MAINTENANCE &amp; OPERATING EXPENSES</b>											
2025-OMO-0001	Other Maintenance & Operating Expenses	OMB-MIN	Delegated to Administrative Services				GoP	350,000.00	350,000.00		
<b>5. UTILITY EXPENSES</b>											
<b>5.I WATER EXPENSES</b>											
2025-WTR-0001	Water Expenses	OMB-MIN	Delegated to Administrative Services				GoP	350,000.00	350,000.00		
<b>5.II ELECTRICITY EXPENSES</b>											
2025-ELC-0001	Electricity Expenses	OMB-MIN	Delegated to Administrative Services				GoP	8,000,000.00	8,000,000.00		



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<b>6. SUPPLIES &amp; MATERIALS EXPENSES</b>											
<b>6.I OFFICE SUPPLIES EXPENSES</b>											
2025-OFS-0001	Accountable Forms Expenses	OMB-MIN	Delegated to Administrative Services				GoP	5,000.00	5,000.00		
2025-OFS-0002	Drugs & Medicines Expenses	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website	as the need arises		GoP	5,000.00	5,000.00		
2025-OFS-0003	Medical, Dental and Laboratory Supplies Expenses	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website	as the need arises		GoP	5,000.00	5,000.00		
2025-OFS-0004	Fuel, Oil and Lubricants Expenses	OMB-MIN	Delegated to Administrative Services				GoP	1,500,000.00	1,500,000.00		
<b>6.II OTHER SUPPLIES &amp; MATERIALS EXPENSES</b>											
2025-OSM-0001	Other Supplies & Materials Expenses	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website	1st, 2nd, 3rd & 4th Quarter		GoP	500,000.00	500,000.00		

**MAINTENANCE & OTHER OPERATING EXPENSES (MOOE)**

A. MACHINERY & EQUIPMENT	P	1,521,900.00
B. TRAVELING EXPENSES		5,600,000.00
C. TRAINING EXPENSES		1,415,500.00
D. COMMUNICATION EXPENSES		1,478,000.00
E. GENERAL SERVICES		11,800,000.00
F. REPAIRS & MAINTENANCE		4,766,000.00
G. TAXES, INSURANCE PREMIUMS & OTHER FEES		2,640,000.00
H. PRINTING & PUBLICATION EXPENSES		40,000.00
I. REPRESENTATION EXPENSES		50,000.00
J. TRANSPORTATION & DELIVERY EXPENSES		120,000.00
K. RENT & LEASE EXPENSES		3,130,000.00
L. OTHER MAINTENANCE & OPERATING EXPENSES		350,000.00
M. UTILITY EXPENSES		8,350,000.00
N. SUPPLIES & MATERIALS EXPENSES		2,015,000.00
	P	<u>43,276,400.00</u>

**CAPITAL OUTLAY (CO)**

A. OTHER OFFICE EQUIPMENT, FURNITURE & FIXTURES, I.C.T. EQUIPMENT & OTHER EXPENSES	P	<u>14,420,000.00</u>
	P	<u>14,420,000.00</u>



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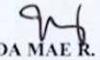
**INDICATIVE ANNUAL PROCUREMENT PLAN FOR C.Y. 2025**

**Ad Hoc Committee Secretariat:**

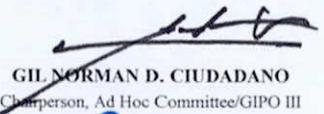
  
**RANDOLPH C. LADIGAN, JR.**  
 Head, Ad Hoc Committee Secretariat/GIPO III

  
**DAVID GIL AMORALES**  
 Member, Ad Hoc Committee Secretariat/GIPO II

  
**MARIANNE M. MACAYRA**  
 Member, Ad Hoc Committee Secretariat/GIPO III

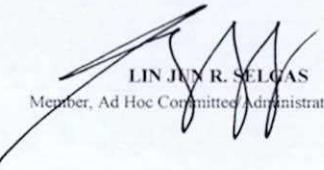
  
**ELOIDA MAE R. MORENO**  
 Member, Ad Hoc Committee Secretariat/Administrative Assistant V

**Ad Hoc Committee:**

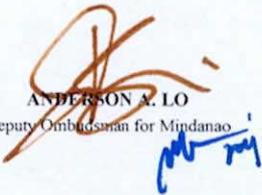
  
**GIL NORMAN D. CIUDADANO**  
 Chairperson, Ad Hoc Committee/GIPO III

  
**RODOLFO P. TORREON, JR.**  
 Member, Ad Hoc Committee/Administrative Officer III

  
**AMELIA O. PELIGRO**  
 Vice Chairperson, Ad Hoc Committee/Chief Administrative Officer

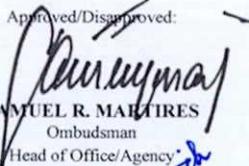
  
**LIN JUN R. SELGAS**  
 Member, Ad Hoc Committee/Administrative Aide VI

✓  
 Recommending Approval/Disapproval

  
**ANDERSON A. LO**  
 Deputy Ombudsman for Mindanao

Certified Funds Available/  
 Certified Appropriate Funds Available:

  
**ADORIE T. CORNITO**  
 Officer-In-Charge  
 Finance and Management Information Office  
 per Office Order No. 258, s. 2023 dtd. August 15, 2023

Approved/Disapproved:  
  
**SAMUEL R. MAKARES**  
 Ombudsman  
 Head of Office/Agency

Subject to further review,  
 consolidation and inclusion  
 of items under the approved  
 2025 Budget, as may be  
 reflected in the APP

Note: includes CDO