

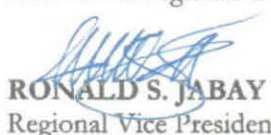


20 January 2023

**MEMORANDUM**

No. 2023- 0005

**TO :** ALL CONCERNED END-USERS  
PhilHealth Regional Office 8

**FROM :**   
RONALD S. JABAY  
Regional Vice President

**SUBJECT :** Approval of CY 2023 Annual Procurement Plan (APP)

Pursuant to Section 7.1 and 7.2 of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003" and its Revised Implementing Rules and Regulations, all government procurement shall be within the approved budget of the procuring entity and no procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP).

Upon approval of the Corporate Operating Budget for CY 2023 and consistent with the provisions of R.A. 9184 and its RIRR, the PRO-SBAC using the Financial Management Information System – PhilHealth Budget System (FMIS-PBS) consolidated the Project Procurement Management Plan (PPMPs) of all concerned end-users in the Regional Office into the CY 2023 Annual Procurement Plan (APP).

The PRO 8 - Bids and Awards Committee deliberated on, determined and recommended the appropriate method of procurement covering the various projects / programs / activities included in the APP, in accordance with the parameters set forth by RA 9184 and its RIRR.

It is emphasized that all procurement based on the approved CY 2023 APP must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, its Revised IRR as well as relevant government and corporate procurement policies, rules and regulations, subject to usual government auditing and accounting rules and regulations. Moreover, the following specific requirements should also be met:

- Procurement of Common-Used Supplies, Office Supplies and Materials with mode of procurement indicated as PS-DBM/Shopping may utilize Shopping upon presentation and submission of Certificate of Non-Availability of Stock (CNAS) issued by the PS-DBM for items that are carried and / or included in the PhilGEPS catalogue.
- For consumables and common office supplies and materials that are not carried by PS-DBM and / or not shown in PhilGEPS catalogue and in consideration that the PS-DBM will not issue CNAS for the purpose, **a screen shot from the PS-DBM**

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and/or PhilGEPS search utility may suffice (search utility will turn red if not available or not carried).

- c. Procurement of goods whose mode of procurement determined to be through "Direct Contracting" must comply with the requisites of Sec. 50 of RA 9184 and its RIRR as well as COA Circular 2012-001. It shall likewise be supported by the appropriate certification from the exclusive dealer or manufacturer, duly authenticated by the Philippine Consulate / Embassy where the Head Office is located, if foreign goods.

Under the authority granted by the PhilHealth Board of Directors to the Regional Vice President as Head of the Procuring Entity, this Memorandum is hereby issued approving the attached CY 2023 Annual Procurement Plan.

For information and strict compliance of all concerned.





*Republic of the Philippines*  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PHILHEALTH REGIONAL OFFICE VIII**  
 PhilHealth Bldg., 167 P. Burgos Street, Tacloban City  
 Call Center: (02) 441-7442 | Trunkline: (053) 523-8283  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph)



## RESOLUTION NO.01-003

s. 2023

### RECOMMENDING THE APPROVAL OF THE 2023 ANNUAL PROCUREMENT PLAN (APP) FOR GOODS AND SERVICES, INFORMATION AND TECHNOLOGY RESOURCES, AND INFRASTRACURE INCLUDING THE METHOD OF PROCUREMENT OF ACTIVITIES/PROJECTS

**WHEREAS**, Section 7.1 of the Revised Implementing Rules and Regulations of RA 9184 provides for the meticulous and judicious planning of procurement, which states that:

“Sec. 7.1 All procurement shall be within the approved budget of the procuring entity and should be meticulously and judiciously planned by the procuring entity.  
 xxx”

**WHEREAS**, Section 7.2 of the Revised Implementing Rules and Regulations of RA 9184 provides for the prohibition of procurement of goods, services, materials, and equipment not within the approved Annual Procurement Plan, which states that:

“Sec. 7.2 No procurement shall be undertaken unless it is in accordance with the approved APP of the procuring entity. The APP shall bear the approval of the Head of the Procuring Entity or second-ranking official designated by the Head of the Procuring Entity to act on his behalf, and must be consistent with its duly approved yearly budget”

**WHEREAS**, based on the above provision, the Project Procurement Management Plan (PPMPs) of various projects and activities by end-users in the Head Office and PhilHealth Regional Offices including their respective proposed method of procurement were consolidated by the Secretariat for the Bids and Awards Committee PRO-SBAC;

**WHEREAS**, on the 20th day of January 2023, the BAC through meeting reviewed the final APP including the appropriate method of procurement;

**NOW, THEREFORE**, premises considered, the PRO 8-BAC, pursuant to **Section 7.1 and 7.2 of the Revised IRR of R.A. 9184**, hereby recommends to the Regional Vice President the approval of the final 2023 APP of PhilHealth Regional Office 8;

The actual procurement of programs, projects and activities in the 2023 APP to be undertaken through any of the alternative modes must strictly comply with the requirements and procedures under the Revised Implementing Rules and Regulations of Republic Act No. 9184, as well as other relevant government and corporate procurement policies, standards, rules and regulations.

**IT IS SO RESOLVED.**





**DERWIN WINDELL T. SUPREMO**  
*Provisional BAC Member (Non-IT)*

**MARIA DORINA C. JANDAYAN**  
*Provisional BAC Member (IT)*

☒ **APPROVED**  
☐ **DISAPPROVED**

  
**RONALD S. JABAY**  
Regional Vice-President

Date Signed: \_\_\_\_\_

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DATE: 1/26/23



Signed this 20th day of January 2023, Tacloban City.

  
**ACISCLO B. MILITANTE, JR.**  
*BAC Chairperson*

  
**ALFRED PATRICK F. GALAPON, MD**  
*BAC Vice-Chairperson*

  
**HENRY S. MADULA**  
*Member*

  
**JACQUELINE T. LOAYON**  
*Member*

  
**JOANNA C. MANALILI**  
*Member*

  
**JOSEPHINE B. MOSQUISA**  
*Alternate BAC Member*

  
**MILAGROS D. BALTAZAR**  
*Alternate BAC Member*

  
**MISAEL E. PAIGAN**  
*Alternate BAC Member*

  
**ATTY. ALFREDO B. TY, JR.**  
*Alternate BAC Member*



**DERWIN WINDELL T. SUPREMO**  
*Provisional BAC Member (Non-IT)*

**MARIA DORINA C. JANDAYAN**  
*Provisional BAC Member (IT)*

☒ **APPROVED**  
☐ **DISAPPROVED**

  
**RONALD S. JABAY**  
 Regional Vice-President

Date Signed: \_\_\_\_\_





## ANNUAL PROCUREMENT PLAN (APP) FOR FY 2023

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks <i>(brief description of Project)</i>
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
BAC-GOODS AND SERVICES (GS)													
	Procurement of Office Equipment	PRO 8	No	Competitive Public Bidding	February	February	March	March	COB	2,709,800.40		2,709,800.40	
	Internal Trainings	PRO 8	No	NP 53.9 - Small Value Procurement/ NP-53.10 Lease of Real Property and Venue	February	February	March	March	COB	792,746.00	792,746.00		Various Internal & External Trainings  Conduct of Training for Disaster & Emergency Preparedness Program  Conduct of training for Disaster & Emergency Preparedness Program  Conduct of Orientation and Performance Assessment during Emergency Drills
	Internal Trainings	PRO 8	No	NP 53.9 - Small Value Procurement	April	April	May	May	COB	127,500.00	127,500.00		
	Internal Trainings	PRO 8	No	NP 53.9 - Small Value Procurement	May	May	June	June	COB	40,500.00	40,500.00		
	Internal Trainings	PRO 8	No	NP 53.9 - Small Value Procurement	June	June	July	July	COB	49,000.00	49,000.00		
	Procurement of Regular Office Supplies	PRO 8	No	NP 53.5 - Agency to Agency/ Competitive Public Bidding	January	January	January	January	COB	2,060,076.59	2,060,076.59		
	Procurement of Regular Office Supplies	PRO 8	No	NP 53.5 - Agency to Agency/ Shopping B	March	March	March	March	COB	7,495.79	7,495.79		
	Procurement of Accountable Forms	PRO 8	No	NP 53.5 - Agency to Agency	January	January	February	February	COB	4,950.00	4,950.00		
	Procurement of Accountable Forms	PRO 8	No	NP 53.5 - Agency to Agency	April	April	May	May	COB	4,950.00	4,950.00		
	Procurement of Accountable Forms	PRO 8	No	NP 53.5 - Agency to Agency	July	July	August	August	COB	5,940.00	5,940.00		
	Procurement of Drugs and Medicines	PRO 8	No	NP 53.9 - Small Value Procurement	April	April	May	May	COB	326,064.66	326,064.66		
	Procurement of Medical, Dental and Laboratory Supplies	PRO 8	No	NP 53.9 - Small Value Procurement	April	April	May	May	COB	112,666.86	112,666.86		



Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Gasoline, Oil and Lubricants	PRO 8	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	January	January	February	February	COB	2,903,280.00	2,903,280.00		
	Procurement of Semi-Expendable Office Equipment Expenses	PRO 8	No	Competitive Public Bidding	March	March	March	March	COB	985,033.05	985,033.05		
	Procurement of Semi-Expendable Medical Equipment Expenses	PRO 8	No	NP 53.9 - Small Value Procurement	May	May	May	May	COB	39,015.00	39,015.00		
	Procurement of Semi-Expendable Other Machinery and Equipment	PRO 8	No	NP 53.9 - Small Value Procurement	May	May	May	May	COB	345,499.00	345,499.00		
	Procurement of Semi-Expendable Disaster Response and Rescue Equipment	PRO 8	No	NP 53.9 - Small Value Procurement	April	April	May	May	COB	215,036.00	215,036.00		
	Procurement of Semi-Expendable Furniture and Fixtures	PRO 8	No	Competitive Public Bidding	May	May	May	May	COB	3,991,692.10	3,991,692.10		
	Procurement of Other Supplies	PRO 8	No	NP 53.5 - Agency to Agency/ NP 53.9 - Small Value Procurement	January	January	January	January	COB	165,926.45	165,926.45		
	Procurement of Water Services	PRO 8	No	Direct Contracting/ NP-53.10 Lease of Real Property and Venue	January	January	January	January	COB	212,218.20	212,218.20		
	Procurement of Electricity	PRO 8	No	Direct Contracting	January	January	January	January	COB	7,532,587.16	7,532,587.16		
	Procurement of Postage and Delivery Services	PRO 8	No	NP 53.5 - Agency to Agency/ NP 53.9 - Small Value Procurement	January	January	January	January	COB	543,215.28	543,215.28		
	Procurement of Telephone Mobile Services	PRO 8	No	Direct Contracting	January	January	January	January	COB	324,000.00	324,000.00		
	Procurement of Telephone Landline Services	PRO 8	No	Direct Contracting	January	January	January	January	COB	97,670.40	97,670.40		
	Procurement of Cable, Satellite, Telegraph and Radio Services	PRO 8	No	NP 53.9 - Small Value Procurement	January	January	January	January	COB	44,592.00	44,592.00		
	Procurement of Janitorial Services	PRO 8	No	Competitive Public Bidding	January	January	February	February	COB	2,443,481.04	2,443,481.04		
	Procurement of Security Services	PRO 8	No	Competitive Public Bidding	January	January	February	February	COB	5,669,217.24	5,669,217.24		
	Repair and Maintenance of Office Equipment	PRO 8	No	NP 53.9 - Small Value Procurement	February	February	March	March	COB	700,000.00	700,000.00		
	Repair and Maintenance of IT Equipment	PRO 8	No	NP 53.9 - Small Value Procurement	March	April	April	April	COB	125,000.00	125,000.00		
	Repair and Maintenance of Transportation Equipment	PRO 8	No	NP 53.9 - Small Value Procurement	February	February	March	March	COB	882,184.00	882,184.00		
	Repair and Maintenance of Furniture and Fixtures	PRO 8	No	NP 53.9 - Small Value Procurement	February	February	March	March	COB	100,000.00	100,000.00		





Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks <i>(brief description of Project)</i>
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Advertising Services	PRO 8	No	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	February	February	February	February	COB	33,000.00	33,000.00		Local AMI: Sporbuys
	Procurement of Advertising Services	PRO 8	No	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	March	March	March	March	COB	39,840.00	39,840.00		Local Tabloid : Institutional
	Procurement of Advertising Services	PRO 8	No	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	April	April	April	April	COB	600,000.00	600,000.00		Local AMI: Blocktime
	Marketing and Promotional Expenses	PRO 8	No	NP 53.9 - Small Value Procurement/ NP-53.10 Lease of Real Property and Venue	February	February	February	February	COB	3,150,460.00	3,150,460.00		
	Procurement of Printing and Binding Services	PRO 8	No	NP 53.9 - Small Value Procurement	February	February	March	March	COB	458,708.00	458,708.00		
	Procurement of Transportation and Delivery Services	PRO 8	No	NP 53.9 - Small Value Procurement	February	February	March	March	COB	184,150.40	184,150.40		
	Procurement of Rental Services	PRO 8	No	NP-53.10 Lease of Real Property and Venue	January	January	January	January	COB	13,362,466.37	13,362,466.37		
	Procurement of Subscription Services	PRO 8	No	NP 53.9 - Small Value Procurement	January	January	January	January	COB	35,340.00	35,340.00		
	Major Events and Conventions	PRO 8	No	NP 53.9 - Small Value Procurement/ NP-53.10 Lease of Real Property and Venue	February	February	February	February	COB	124,366.00	124,366.00		Phil healthy activities of employees; Women's Month Celebration
	Major Events and Conventions	PRO 8	No	NP 53.9 - Small Value Procurement/ NP-53.10 Lease of Real Property and Venue	September	September	September	September	COB	200,540.00	200,540.00		GAD Family Orientation Day
	Major Events and Conventions	PRO 8	No	NP-53.10 Lease of Real Property and Venue	October	October	October	October	COB	421,500.00	421,500.00		Conduct of Year end/Christmas Activity
	Registration of Motor Vehicle	PRO 8	No	NP 53.5 - Agency to Agency	January	January	January	January	COB	33,280.00	33,280.00		
	Corporate Forum	PRO 8	No	NP 53.9 - Small Value Procurement/ NP-53.10 Lease of Real Property and Venue	May	May	May	May	COB	120,000.00	120,000.00		
	Medical Expenses	PRO 8	No	NP 53.9 - Small Value Procurement	March	March	April	April	COB	2,677,500.00	2,677,500.00		
SUB-TOTAL										55,002,487.99	52,292,687.59	2,709,800.40	
BAC-INFORMATION AND TECHNOLOGY RESOURCES (ITR)													
	Procurement of IT Equipment and Software	PRO 8	No	Competitive Public Bidding	April	April	May	May	COB	2,497,558.68	2,497,558.68		
	Procurement of IT Supplies	PRO 8	No	Competitive Public Bidding	January	January	January	January	COB	1,886,088.78	1,886,088.78		

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Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks <i>(use a description of Proc. if)</i>
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Semi-Expendable IT Equipment	PRC 8	No	NP 53.9 - Small Value Procurement	May	May	May	May	COB	137,067.84	137,067.84		
	Procurement of Internet Services	PRC 8	No	Direct Contracting	January	January	January	January	COB	628,116.00	628,116.00		
SUB-TOTAL										5,148,831.30	2,651,272.62	2,497,558.68	
<b>BAC-INFRASTRUCTURE (INFRA)</b>													
	Leased Assets Improvements, Building	PRC 8	No	Competitive Public Bidding	October	October	October	October	COB	2,534,000.00	2,534,000.00		
	Repair and Maintenance for Leased Assets Improvements - Building	PRC 8	No	NP 53.9 - Small Value Procurement	February	February	March	March	COB	50,000.00	50,000.00		
SUB-TOTAL										2,584,000.00	2,584,000.00	-	
GRAND TOTAL										62,735,319.29	57,527,960.21	5,207,359.08	

Prepared by:

**LAWRENCE A. DIDULO**  
Social Insurance Officer II  
Head, B-AC Secretariat

Recommended for Approval by:

**ACISCLO B. MILITANTE, JR.**  
Division Chief II, FPO  
B-AC Chairperson

Approved by:

**RONALD S. JABAY**  
Regional Vice President

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