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Document Title: MEMORANDUM: APPROVAL OF CY 2025 ANNUAL PROCUREMENT PLAN (APP)			
Document Type: ☐ Manual ☐ Procedure ☐ Work Instruction ☒ Others: MEMO			
Revision No. _____		Document Code: 2025-0006	
Originator: BAC Secretariat & Procurement Office		Date of Request: January 31, 2025	
Reason for Request: ☒ New ☐ Revision ☐ Others (Specify) _____			
Details (include instructions, if any): _____			
Relevant Documents (specify documents that maybe affected by the revision) _____		Retention Period of Superseded Document: _____	

Reviewed by: Name & Office	Date/Time	Comments	Signature
ATTY. ANITA LOURDES C. ORIEL Attorney N/BAC Chairperson	1/31	for approval. pls	je

Approved by: Name & Office	Date/Time	Comments
RONALD S. JABAY Regional Vice-President	1/31	



COMPLETE STAFFWORK WORKS

January 30, 2025

MEMORANDUM
No. 2025- 0006

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

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

SUBJECT : **Approval of CY 2025 Annual Procurement Plan (APP)**

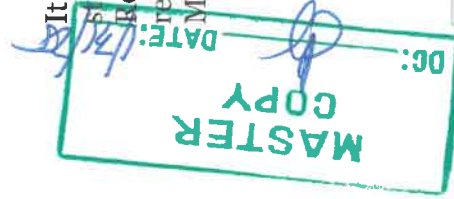
Pursuant to Section 7.1 and 7.2 of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003" and its Revised Implementing Rules and Regulations, all government procurement shall be within the approved budget of the procuring entity and no procurement shall be undertaken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

Upon approval of the Corporate Operating Budget for CY 2025 and consistent with the provisions of R.A. 9184 and its RIRR, the PRO-SBAC consolidated the Project Procurement Management Plan (PPMPs) of all concerned end-users in the Regional Office into the CY 2025 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 2025 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:

- a. Procurement of Common-Used Supplies, Office Supplies and Materials with mode of procurement indicated as Agency to Agency (PS-DBM) 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.

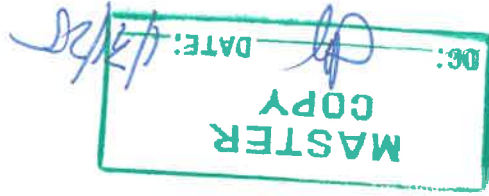


b. For consumables and common office supplies and materials that are not carried by PS-DBM and / or not shown in PhilGEPS catalogue and in consideration that the PS-DBM will not issue CNAS for the purpose, **a screen shot from the PS-DBM and/or PhilGEPS search utility may suffice (search utility will 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 2025 Annual Procurement Plan.

For information and strict compliance of all concerned.





BAGONG PILIPINAS

Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office VIII

9 Congressman Mate Avenue, Brgy. 91, Abucay, Tacloban City, Leyte
☎ (053) 523-8285 🌐 www.philhealth.gov.ph
📍 PhilHealthRegion8 📧 teamphilhealth

01-001 s.2025

RESOLUTION NO. 01-001

s. 2025

RECOMMENDING THE APPROVAL OF THE 2025 ANNUAL PROCUREMENT PLAN (APP) FOR GOODS AND SERVICES, INFORMATION AND TECHNOLOGY RESOURCES, AND INFRASTRUCTURE 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:

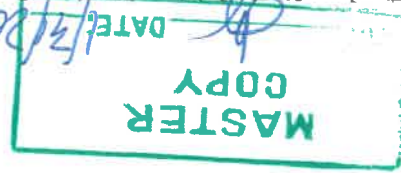
“Sec. 7.2 No procurement shall be undertaken unless it is in accordance with the approved APP of the procuring entity. The APP shall bear the approval of the Head of the Procuring Entity or second-ranking official designated by the Head of the Procuring Entity to act on his behalf, and must be consistent 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 30th day of January 2025, 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 2025 Annual Procurement Plan (APP) of PhilHealth Regional Office 8;

The actual procurement of programs, projects and activities in the 2025 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.



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IT IS SO RESOLVED.

Signed this 30th day of January 2025, Tacloban City.

Atty. ANITA LOURDES C. ORIEL
BAC Chairperson

Atty. ALFREDO B. TY, JR.
BAC Member

Dr. MARY GRACE J. LABINE, M.D.
BAC Member

JACQUELINE T. LOAYON
BAC Member

MELVIN S. LABALA
BAC Member

☒ APPROVED
☐ DISAPPROVED

RONALD S. JABAY
Regional Vice-President

Date Signed: 1/31



ANNUAL PROCUREMENT PLAN (APP) FOR FY 2025

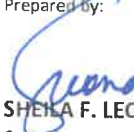
Code (PAP)	Procurement Project	PMO / End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Fund	ESTIMATED BUDGET			Remarks (brief description of Project)
					Advertisement /Posting of IB	Submission / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
BAC-GOODS AND SERVICES (G5)													
	Accountable Forms Expenses	PRO 8	No	NP- Agency to Agency	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	30,327.00	30,327.00		
	Advertising Expenses	PRO 8	No	NP- Scientific, Scholarly or Artistic Work	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	968,300.00	968,300.00		
	Advertising Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	Apr-25	May-25	COB	600,000.00	600,000.00		
	Cable, Satellite, Telegraph and Radio Expenses	PRO 8	No	Direct Contracting	N/A	N/A	JAN-DEC 2025	JAN-DEC 2025	COB	23,136.00	23,136.00		
	Communication Equipment	PRO 8	No	NP- Small Value Procurement	N/A	N/A	Apr-25	Apr-25	COB	229,953.52	229,953.52		
	Cultural & Athletic Exp	PRO 8	No	NP- Small Value Procurement	N/A	N/A	Aug-25	Aug-25	COB	114,750.00	114,750.00		
	Cultural & Athletic Exp. - Christmas Activities	PRO 8	No	NP- Lease of Real Property and Venue	N/A	N/A	Dec-25	Dec-25	COB	459,000.00	459,000.00		
	Drugs & Medicines Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	Aug-25	Aug-25	COB	279,232.00	279,232.00		
	Electricity Expenses	PRO 8	No	Direct Contracting	N/A	N/A	JAN-DEC 2025	JAN-DEC 2025	COB	6,572,880.00	6,572,880.00		
	Fuel, Oil and Lubricants Expenses	PRO 8	No	NP- Direct Purchase of POL	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	3,003,900.00	3,003,900.00		
	Furniture and Fixtures	PRO 8	No	Public Bidding	May-25	May-25	Jun-25	Jun-25	COB	304,795.00	304,795.00		
	Gender & Development	PRO 8	No	Lease of Venue	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	469,650.00	469,650.00		
	Gender & Development	PRO 8	No	NP SVP	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	10,000.00	10,000.00		
	IT SUPPLIES	PRO 8	No	Agency-to-Agency	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	19,734.00	19,734.00		
	IT SUPPLIES	PRO 8	No	NP-Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	1,989,798.68	1,989,798.68		
	Janitorial Services	PRO 8	No	Public Bidding	Aug-25	Aug-25	Sep-25	Sep-25	COB	3,039,714.00	3,039,714.00		
	Marketing & Promotional Expenses	PRO 8	No	NP- Lease of Real Property and Venue	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	11,883,312.16	11,883,312.16		
	Marketing & Promotional Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	13,500,737.84	13,500,737.84		
	Medical, Dental & Laboratory Supplies Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	297,918.95	297,918.95		
	Office Equipment	PRO 8	No	Public Bidding	May-25	May-25	Jun-25	Jun-25	COB	7,295,722.89	7,295,722.89		
	Office Supplies Expenses - Inventory Custodian Supplies	PRO 8	No	NP-Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	144,292.15	144,292.15		
	Office Supplies Expenses - Inventory Custodian Supplies	PRO 8	No	Shopping b	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	18,150.00	18,150.00		
	Other Equipment	PRO 8	No	Public Bidding	May-25	May-25	Jun-25	Jun-25	COB	519,191.20	519,191.20		
	Other Maint. & Operating Expenses - Others - Corporate Forum (Face-To-Face)	PRO 8	No	NP- Lease of Real Property and Venue	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	3,524,000.00	3,218,000.00	306,000.00	
	Other Maint. & Operating Expenses - Others - Corporate Forum (Hybrid))	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	635,400.00	635,400.00		
	Other Maint. & Operating Expenses - Others - Medical Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	127,500.00	127,500.00		

Other Maint. & Operating Expenses - Others - Medical Expenses	PRO 8	No	Public Bidding	Aug-25	Aug-25	Sep-25	Sep-25	COB	2,550,000.00	2,550,000.00		
Other Supplies and Materials Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	538,049.00	538,049.00		
Other Supplies and Materials Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	20,684.26	20,684.26		
Postage and Courier Services	PRO 8	No	NP- Agency to Agency	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	84,000.00	84,000.00		
Postage and Courier Services	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	401,000.00	401,000.00		
Printing and Publication Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	800,000.00	800,000.00		
Regular Office Supplies Expenses	PRO 8	No	Agency-to-Agency	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	216,906.73	216,906.73		
Regular Office Supplies Expenses	PRO 8	No	NP-Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	138,792.50	138,792.50		
Regular Office Supplies Expenses	PRO 8	No	Shopping b	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	1,671,772.96	1,671,772.96		
Rent / Lease Expenses	PRO 8	No	NP- Lease of Real Property and Venue	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	19,903,742.04	19,903,742.04		
Repairs and Maintenance - Furniture and Fixtures	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	60,000.00	60,000.00		
Repairs and Maintenance - Leased Assets Improvements - Building	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	137,108.00	137,108.00		
Repairs and Maintenance - Office Equipment	PRO 8	No	Direct Contracting	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	365,000.00	365,000.00		
Repairs and Maintenance - Office Equipment	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	666,000.00	666,000.00		
Repairs and Maintenance - Transportation Equipment	PRO 8	No	Direct Contracting	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	660,000.00	660,000.00		
Repairs and Maintenance - Transportation Equipment	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	665,000.00	665,000.00		
Repairs and Maintenance - Transportation Equipment	PRO 8	No	Shopping A	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	200,580.00	200,580.00		
Semi-Expendable Communication Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	192,974.13	192,974.13		
Semi-Expendable Disaster Response and Rescue Equipment	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	174,779.20	174,779.20		
Semi-Expendable Furniture and Fixtures	PRO 8	No	Public Bidding	May-25	May-25	Jun-25	Jun-25	COB	4,350,325.85	4,350,325.85		
Semi-Expendable Medical Equipment Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	51,361.20	51,361.20		
Semi-Expendable Office Equipment Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	492,626.39	492,626.39		
Semi-Expendable Other Machinery and Equipment	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	128,809.75	128,809.75		
Semi-Expendable Sports Equipment	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	808,293.12	808,293.12		
Subscription Expenses	PRO 8	No	Direct Contracting	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	6,000.00	6,000.00		
Subscription Expenses	PRO 8	No	NP- Scientific, Scholarly or Artistic Work	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	99,036.00	99,036.00		
Textbooks & Instructional Materials Expenses	PRO 8	No	NP- Agency to Agency	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	1,227.90	1,227.90		
Training Expenses - Local(Internal)	PRO 8	No	NP- Lease of Real Property and Venue	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	2,968,000.00	2,968,000.00		
Training Expenses - Local(Internal)	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	840,000.00	840,000.00		
Transportation and Delivery Expenses	PRO 9	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	640,000.00	640,000.00		
Traveling Expenses - Local (Airfare)	PRO 8	No	NP-Direct Retail Purchase	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	3,398,148.00	3,398,148.00		
Water Expenses	PRO 8	No	Direct Contracting	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	261,660.00	261,660.00		
Water Expenses	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	205,800.00	205,800.00		
Subtotal									99,759,072.42	99,453,072.42	306,000.00	
BAC-INFORMATION AND TECHNOLOGY RESOURCES (ITR)												
Repairs and Maintenance - IT Equipment	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	125,000.00	125,000.00		
Semi-Expendable IT Equipment	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	756,315.90	756,315.90		
Subtotal									881,315.90	881,315.90	0.00	

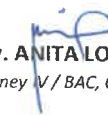
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	BAC-INFRASTRUCTURE (INFRA)												
	Leased Assets Improvements, Building	PRO 8	No	NP- Small Value Procurement	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	1,000,000.00	1,000,000.00		
	Leased Assets Improvements, Building	PRO 8	No	Public Bidding	Jul-25	Jul-25	FEB-DEC 2025	FEB-DEC 2025	COB	8,000,000.00	8,000,000.00		
	Leased Assets Improvements, Land	PRO 8	No	Public Bidding	May-25	May-25	Jun-25	Jun-25	COB	15,736,000.00	15,736,000.00		
	Repairs and Maintenance - Building and Other Structure	PRO 8	No	Direct Contracting	N/A	N/A	FEB-DEC 2025	FEB-DEC 2025	COB	200,000.00	200,000.00		
	Subtotal									24,936,000.00	24,936,000.00	0.00	
	Grand Total									125,576,388.32	125,270,388.32	306,000.00	

Prepared by:


SHEILA F. LEONA
Social Insurance Officer 1 / Head, BAC Secretariat

Recommended for Approval by:


Atty. ANITA LOURDES ORIEL
Attorney V / BAC, Chairperson

Approved by:


RONALD S. JABAY
Regional Vice President

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DC:  DATE: 