### **HUMAN RESOURCE MANAGEMENT DIVISION**

## **BOND PREMIUM**

					Schedule	for Each Pro	curement A	ctivity		Estin	nated Budget (Ph	nP)	Remarks
Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/P osting of IB/REI		Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
	Bond Premium	HRMD		N/A					Corporate Budget	700,000.00	700,000.00	-	premium for the application / renewal of fidelity bond of CITEM employees
			Tr	OTAL						700 000 00			

### OCCUPATIONAL HEALTH SERVICE

					Schedule	for Each Pro	curement A	ctivity		Estin	nated Budget (Ph	nP)	Remarks
Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/P osting of IB/REI			Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
	Occupational Health Service	HRMD	No	Small Value Procurement	11/13/2019	12/3/2019	12/6/2019	12/7/2019	Corporate Budget	360,000.00	360,000.00	-	4 hours per duty; twice a week; Php30,000.00 / month
			TO	OTAL						360,000,00			

### **OUTSOURCED PERSONNEL**

					Schedule	for Each Pro	curement A	ctivity		Esti	mated Budget (Pt	nP)	Remarks
PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/P osting of IB/REI	Submission/ Opening of Blds	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
	Driver/Mechanic, Electrician, Canvasser, AC Technician/Plumber/ Carpenter	HRMD	Yes	Competitive Bidding					Corporate Budget	1,798,324.45	1,798,324.45	-	4 personnel
	Technician, Warehouseman, Butler	HRMD	Yes	Competitive Bidding					Corporate Budget	1,293,471.39	1,293,471.39	-	3 personnel
	Driver	HRMD	Yes	Competitive Bidding					Corporate Budget	3,252,547.44	3,252,547.44	-	8 personnel
			TO	OTAL						6,344,343.28			

Prepared by:

Chief, HRMD

Evaluated by:

WILMA G. DULA Chief, Budget & Cash Division

Recommended by:

ATTY. ANNA GRACE I. MARPURI OIC-DM, CSD

**Deputy Executive Director** 

PAULINA SUACO-JUAN Executive Director





### **HUMAN RESOURCE MANAGEMENT DIVISION**

AGENCY WIDE ACTIVITIES

						Schedu	e for Each Pr	ocurement /	Activity		Esti	mated Budget (PhP)		Remarks
(PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of I	Procurement	Advertisement /Posting of IB/REI	Submission/ Opening of Blds	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
	CITEM Anniversary Celebration				1						295,500.00	295,500.00		CITEM 36th Anniversary
	Venue, Caterer for 220 pax	HRMD	Yes	Lease of Ven	ue M	8/25/2020	9/15/2020	9/18/2020	9/19/2020	Corporate Budget	286,000.00	286,000.00	-	Php1,300 X 220 pax
	Backdrop (tarpaulin)	HRMD	No	Small Value	Procurement	9/16/2020	N/A	10/8/2020	10/11/2020	Corporate Budget	1,500.00	1,500.00	-	
	Frames for Loyalty Awardees	HRMD	No	Shopping	,	9/16/2020	N/A	10/8/2020	10/11/2020	Corporate Budget	8,000.00	8,000.00	-	
	CITEM Year-end Celebration				100-4						1,136,000.00	1,136,000.00		CITEM 36th Anniversary
	Venue, Caterer for 220 pax	HRMD	Yes	Lease of Ven	ue 8V	7/21/2020	9/11/2020	11/1/2020	11/12/2020	Corporate Budget	286,000.00	286,000.00	-	Php1,300 X 220 pax
	Raffle prizes	HRMD	No	Shopping		11/3/2020	11/23/2020	11/26/2020	11/28/2020	Corporate Budget	100,000.00	100,000.00	-	
	Game prizes	HRMD	No	Shopping		11/3/2020	11/23/2020	11/26/2020	11/28/2020	Corporate Budget	50,000.00	50,000.00	-	
	Christmas Package for employees	HRMD	No	Small Value	Procurement	7/21/2020	9/11/2020	11/1/2020	11/12/2020	Corporate Budget	700,000.00	700,000.00	-	Php3,500 X 200 pax
	Other Events				1600						246,000.00	246,000.00		CITEM 36th Anniversary
	Tokens	HRMD	No	Shopping	84					Corporate Budget	50,000.00	50,000.00	-	
	Uniform fo Drivers and Utility Workers	HRMD	No	Shopping		6/9/2020	N/A	7/2/2020	7/4/2020	Corporate Budget	30,000.00	30,000.00	-	Php2,000 X 15 pax
	Staff / Face to Face Meeting	HRMD		N/A						Corporate Budget	30,000.00	30,000.00	-	
	Mass and Offertory	HRMD	No	Shopping						Corporate Budget	36,000.00	36,000.00	-	
	Printing of CITEM New ID	HRMD	No	Small Value	Procurement					Corporate Budget	60,000.00	60,000.00	-	
	Printing of Citizen's Charter	HRMD	No	Small Value	Procurement					Corporate Budget	20,000.00	20,000.00	-	
	Printing of Employees Handbook	HRMD	No	Small Value	Procurement					Corporate Budget	20,000.00	20,000.00	-	

TOTAL

1,677,500.00

Prepared by:

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WILMA G. DULAY
Chief, Budget & Cash Division

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Deputy Executive Director

VAY VEG BY.

PAULINA SUACO-JUAN Executive Director





## **HUMAN RESOURCE MANAGEMENT DIVISION**

### **PSYCHOLOGICAL EXAM**

Code					Schedule	for Each Pro	curement A	ctivity		Estin	nated Budget (Ph	iP)	Remarks
(PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/P osting of IB/REI		Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
	Managerial Position	HRMD	No	Small Value Procurement	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	150,000,00	150,000.00	-	Php15,000 X 10 pax
	Supervisory Position	HRMD	No	Small Value Procurement	2/10/2020	4/3/2020	5/25/2020		Corporate Budget	80,000.00	80,000.00		Php8,000 X 10 pax
	Technical Position	HRMD		Small Value Procurement	2/10/2020	4/3/2020	5/25/2020		Corporate Budget	60,000.00	60,000.00		
	Clerical Position	HRMD		Small Value Procurement	2/10/2020	4/3/2020	5/25/2020		Corporate Budget	20,000.00	20,000.00		Php3,000 X 20 pax Php2,000 X 10 pax
			TC	DTAL						310,000.00			1

## **PSYCHOLOGICAL TESTING MATERIALS**

Code						Schedule	for Each Pro	curement A	ctivity		Estim	nated Budget (Ph	iP)	Bowente
(PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procuren	nent /	Advertisement/P osting of IB/REI		Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
	Test 1 (Answer Sheets)	HRMD	Yes	Direct Contracting		2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	3,000,00	3,000.00	-	Php3,000 X 1 pk
	Test 2 (Answer Sheets)	HRMD	Yes	Direct Contracting		2/10/2020	4/3/2020	5/25/2020		Corporate Budget	9,000.00	9,000.00		Php3,000 X 3 pk
	Test 3 (Answer Sheets)	HRMD	Yes	Direct Contracting	CAN.	2/10/2020	4/3/2020	5/25/2020		Corporate Budget	9,000.00	9,000.00		Php3,000 X 3 pk
	Test 4 (Answer Sheets)	HRMD		Direct Contracting	441	2/10/2020	4/3/2020	5/25/2020		Corporate Budget	7,500.00	7,500.00		Php2,500 X 3 pk
	Test 5 (Answer Sheets)	HRMD	Yes	Direct Contracting	9	2/10/2020	4/3/2020	5/25/2020		Corporate Budget	5,500.00	5,500.00	-	Php2,750 X 2 pk
			TC	OTAL							34,000.00			1

Prepared by

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**Deputy Executive Director** 

PAULINA SUACO-JUAN

**Executive Director** 





### **HUMAN RESOURCE MANAGEMENT DIVISION**

#### COMMUNICATION EXPENSE

					Schedule	for Each Pro	curement A	ctivity		Estin	nated Budget (Pl	P)	Remarks
PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/P osting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
	Cellcards (January)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (February)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (March)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (April)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (May)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (June)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (July)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (August)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (September)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (October)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (November)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020		Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (December)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
			TO	OTAL						90,000,00			-

Prepared by:

Chief, HRMD

Evaluated by:

Chief, Budget & Cash Division

Recommended by:

ATTY. ANNA GRACE I. MARPURI OIC-DM, CSD

MA. LOURDES D. MEDIRAN Deputy Executive Director

**Executive Director** 





## **HUMAN RESOURCE MANAGEMENT DIVISION**

## IN-HOUSE AND PUBLICLY OFFERED TRAINING

Code					Schedule	for Each Pro	curement A	ctivity		Estin	nated Budget (Ph	iP)	
(PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/P osting of IB/REI		Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
	Core Competency Training	HRMD		N/A					Corporate Budget	200,000.00	200,000,00		
	Technical Competency Training	HRMD		N/A							200,000.00	-	
	Leadership Competency Training			14/1					Corporate Budget	200,000.00	200,000.00	-	
		HRMD		N/A					Corporate Budget	150,000.00	150,000.00	-	
	GAD / Specialized Training	HRMD		N/A					Corporate Budget	180,000.00	180,000.00		Php1,000 X 180 pax
			TC	TAL						730,000,00	200,000.00		111p1,000 X 100 pax

## ORGANIZATIONAL DEVELOPMENT

		8 8 8 8		Schedule	for Each Pro	curement A	ctivity		Estin	nated Budget (Ph	P)	
Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement			Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
Organizational Development	HRMD	No	Small Value Procurement					Corporate Budget	350,000,00	250,000,00		
ITEM Teambuilding Activity	HRMD							corporate budget				
Group Prizes, and other	HRMD	Yes	Lease of Venue	11/25/2019	1/16/2020	3/8/2020	3/19/2020	Corporate Budget	610,000.00	610,000.00		
acilitator	HRMD	No	Small Value Procurement	3/10/2020	3/30/2020	4/7/2020	4/5/2020	Corporato Budget	120,000,00	130,000,00		
huttle Services	HRMD			3/10/2020	3/30/2020	4/2/2020		The Party of the P				Php60,000 X 2 buses
	Procurement (Program/Project)  Organizational Development  CITEM Teambuilding Activity  Venue, Accommodation, Meals,  Group Prizes, and other  Teambuilding Activity  Facilitator  Shuttle Services	Organizational Development HRMD CITEM Teambuilding Activity HRMD Venue, Accommodation, Meals, Group Prizes, and other HRMD Teambuilding Activity Facilitator HRMD	Procurement Activity? (Yes/No)  Organizational Development  HRMD  No  CITEM Teambuilding Activity  Venue, Accommodation, Meals, Group Prizes, and other  Teambuilding Activity  HRMD  Yes  Teambuilding Activity  Tealilitator  HRMD  No	Procurement Activity? (Yes/No)  Organizational Development  HRMD  No  Small Value Procurement  HRMD  Venue, Accommodation, Meals, Group Prizes, and other HRMD  HRMD  HRMD  Yes  Lease of Venue  Teambuilding Activity  Activity  HRMD  No  Small Value Procurement  No  Small Value Procurement	Procurement (Program/Project)  PMO/End-User  Is this an Early Procurement Advertisement/Procurement Activity? (Yes/No)  Organizational Development  HRMD  No  Small Value Procurement  Venue, Accommodation, Meals, Group Prizes, and other  Teambuilding Activity  HRMD  Yes  Lease of Venue  11/25/2019  Tacilitator  HRMD  No  Small Value Procurement  11/25/2019	Procurement (Program/Project) PMO/End-User Is this an Early Procurement Activity? Procurement Activity? (Yes/No)  Organizational Development HRMD No Small Value Procurement  Lease of Venue  11/25/2019 1/16/2020  Teambuilding Activity  HRMD No Small Value Procurement  11/25/2019 1/16/2020	Procurement (Program/Project) PMO/End-User PMO/End-User PMO/End-User PMO/End-User Procurement Activity? No Small Value Procurement  Submission/ Opening of IB/REI of IB/	Procurement Activity? (Yes/No)  Organizational Development  HRMD  No  Small Value Procurement  Lease of Venue  11/25/2019  1/16/2020  3/8/2020  3/19/2020  1/16/2020  3/8/2020  4/2/2020  4/5/2020	Procurement (Program/Project) PMO/End-User Is this an Early Procurement Activity? (Yes/No)  Organizational Development HRMD No Small Value Procurement  Lease of Venue  11/25/2019 1/16/2020 1/16/20	Procurement (Program/Project) PMO/End-User Is this an Early Procurement Activity? Procurement Activity? Procurement Activity? (Yes/No)  No Small Value Procurement Submission/Opening of Bids  Corporate Budget Stoplon Stoplon Stoplon Stoplon Small Value Procurement Submission/Opening of Bids  Corporate Budget Stoplon S	Procurement (Program/Project) PMO/End-User Is this an Early Procurement Activity? (Yes/No)  Organizational Development HRMD No Small Value Procurement  Lease of Venue  11/25/2019 1/16/2020 1/3/30/20	Procurement (Program/Project) PMO/End-User Procurement Activity? No Small Value Procurement  In I

HEALTH AND WELLNESS PROGRAMS / ORGANIZATIONAL CULTURE

ode					Schedule	for Each Pro	curement A	ctivity		Estim	ated Budget (Ph	nP)	
AP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/P osting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project
	Physical, Mental, Spiritual, Social and Financial Wellness Programs	HRMD		N/A					Corporate Budget	50,000.00	50,000.00	-	
	CSC Anniversary Celebration									87,400.00	87,400.00	-	Philippine Civil Service 120th Anniversary Celebration
	Registration fee for Fun Run	HRMD		N/A	N/A	N/A	N/A	N/A	Corporate Budget	44,000.00	44,000.00		Php550 X 80 pax
	Tarpaulin	HRMD	No	Small Value Procurement	7/16/2020	8/3/2020	8/6/2020	8/9/2020	Corporate Budget	1,000.00	1,000.00		т прозо х во рах
-	T-shirts to be provided	HRMD	No	Small Value Procurement	7/28/2020	8/18/2020	8/20/2020		Corporate Budget	28,000.00	28,000.00		Php350 X 80 pax
	Meals (breakfast)	HRMD		N/A					Corporate Budget	14,400.00	14,400.00		
- 1	Tokens for birthday celebrants (employees and officials)	HRMD	No	Shopping					Corporate Budget	55,000.00	55,000.00	14110	Php180 X 80 pax Php250 X 220 pax
	Flu Vaccine	HRMD	No	Small Value Procurement	5/10/2020	5/29/2020	6/2/2020	6/5/2020	Corporate Budget	60,000.00	60,000.00	) 1º	DI 200 V 200
	Drug Test for employees	HRMD		Small Value Procurement	3/10/2019	3/31/2019	4/2/2019	4/5/2019	Corporate Budget	50,000.00			Php300 X 200 pax
				DTAL	-//2020	5,52,2015	7/2/2015	7/3/2019	Corporate Budget	302,400.00	50,000.00	-	1 1

Prepared by:

Evaluated by:

Chief, Budget & Cash Division

Recommended by:

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**Deputy Executive Director** 

PAULINA SUACO-JUAN

**Executive Director** 

BAC APPROVED

### **HUMAN RESOURCE MANAGEMENT DIVISION**

CONTINGENCY BUDGET FOR EMPLOYEES / EMERGENCY ASSISTANCE

ode .					Schedule	for Each Pro	curement A	ctivity		Estin	nated Budget (Ph	P)	Remarks
AP) F	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/P osting of IB/REI			Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
em	ntingency Budget for nployees/ Emergency Assistance ards, flowers, etc.)	HRMD		Shopping/ Small Value Procurement					Corporate Budget	100,000.00	100,000.00	-	

TOTAL

100,000.00

## **EXTRAORDINARY & MISCELLANEOUS EXPENSES**

Code					Schedule	for Each Pro	curement A	ctivity		Estir	nated Budget (Ph	iP)	Remarks
(PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/P osting of IB/REI		Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
	Extraordinary and Miscellaneous Expenses	HRMD		N/A					Corporate Budget	132,000.00	132,000.00	-	
	,		TC	OTAL						132,000.00			

Prepared by:

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Approved by

PAULINA SUACO-JUAN Executive Director



