

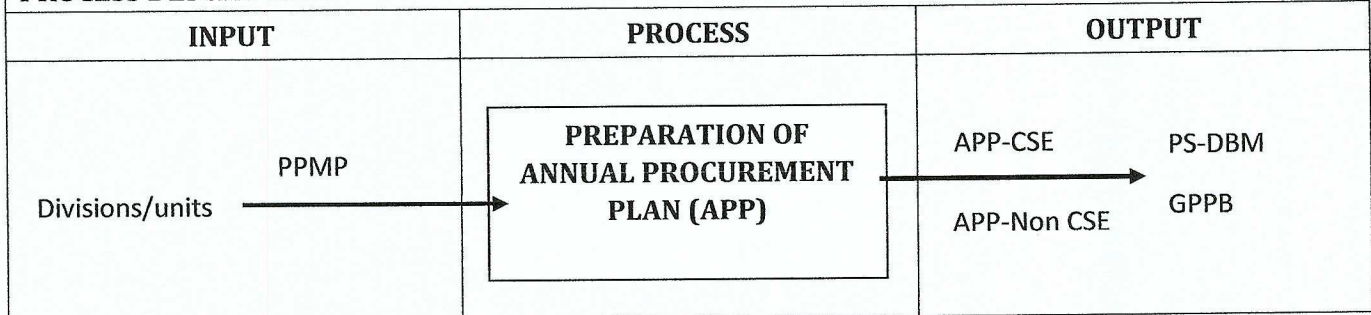


**QUALITY
PROCEDURE (QP)**

Document Code		
QP-R12-FAD-13		
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PROCEDURE TITLE	PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)
SCOPE	This process starts upon the receipt of Project Procurement Monitoring Plan (PPMP) by all divisions/units to the approval of the Head Of Procuring Entity (HOPE) and submission to Government Procurement Policy Board (GPPB) or Procurement Service DBM. The same process shall be undertaken in the preparation of supplemental APPs.
PURPOSE	To define the standard procedure in the preparation, consolidation, approval of Annual Procurement Plan (APP) and submission to Government Procurement Policy Board (GPPB) or Procurement Service DBM.

PROCESS DESCRIPTION



DESCRIPTIVE STATEMENT:

The End-user will submit their Project Procurement Monitoring Plan (PPMP) to the BAC Secretariat for consolidation. The Bids and Awards Committee will deliberate the consolidate APP and prepare BAC resolution recommending for approval by the HOPE. The approved APP for Common-Use Supplies will be submitted to Procurement Service – DBM and APP-non CSE submitted to Government Procurement Policy Board (GPPB).

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	BAC Secretariat	Consolidation of PPMP	Consolidate PPMP upon receipt from Division Chiefs/Units and forward to BAC Chairperson for deliberation	<ul style="list-style-type: none"> Draft APP
2	BAC /BAC Secretariat	Convene the BAC	Cause the sending of Notice of Meeting to BAC members, Budget Officer and Accountant Deliberate the APP and recommend to HOPE for approval. Once approved, forward to BAC Secretariat for submission and posting	<ul style="list-style-type: none"> Notice of Meeting BAC Resolution
3	BAC secretariat	Submit and post the approved APP	Submit APP-non CSE submitted to GPPB	<ul style="list-style-type: none"> Approved APP Transmittal letter





Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**QUALITY
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Submit APP-CSE to Procurement Service DBM Post Approved APP to DILG 12 website	
4	Process Owner	Retain records	<ul style="list-style-type: none"> Update the Preparation of Annual Procurement Plan (APP) Summary Log Sheet Retain Records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documented Information 	<ul style="list-style-type: none"> Preparation of Annual Procurement Plan (APP) Process Summary Log Sheet

Definition of Terms:

- BAC – Bids and Awards Committee
- APP - Annual Procurement Plan
- APP-CSE – Annual Procurement Plan – Common Use Supplies and Equipment
- APP-non CSE - Annual Procurement Plan – Non-Common Use Supplies and Equipment
- NEP – National Expenditure Program
- HoPE – Head of Procuring Entity

Legal References:

- RA 9184 Procurement Act Law

Prepared by:		Reviewed by:		Approved by:	
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Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY
OBJECTIVE (QO)**

Document Code		
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OFFICE	FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION
QUALITY PROCEDURE TITLE	PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
• PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)	• APP –CSE forwarded to DBM on or before the set deadline	On the set deadline	Actual date of submission	• Annual	• BAC Secretariat	• Transmittal Letter

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DILG XII QMS



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DILG - REGION 12 (SOCCSKSARGEN)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code		
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OFFICE	FINANCE & ADMINISTRATIVE DIVISION - SUPPLY SECTION
PROCEDURE TITLE	PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)
OBJECTIVE STATEMENT	1. 100 of APP -CSE forwarded to DBM on or before the set deadline
CURRENT PERIOD	

INDICATORS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTAL
Objective 1: 100 of APP -CSE forwarded to DBM on or before the set deadline					
A Actual date of submission					
B Set deadline					
C Variance: A-B; Target = 0 or < 0					
D Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					

Note: For unmet targets, concerned QMS Secretariat shall initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.

Prepared by:	Noted by:
Process Owner	Division Chief / Deputy Q,MR

Prepared by:	Reviewed by:	Approved by:
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DILG - REGION 12 (SOCCSKSARGEN)

PREPARATION OF ANNUAL PROCUREMENT PLAN (APP) Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE: 1. 100 of APP -CSE forwarded to DBM on or before the set deadline

FREQUENCY OF MONITORING: **Annually**

COVERED PERIOD:

Due Date of Submission:

Control No.	Particulars	Date Received PPMP of Divisions/Units	OBJECTIVE NO. 1 RESULTS					
			Actual date of submission	Set deadline of submission	Variance (A-B)	Met	Unmet	Remarks, if Unmet

Prepared by:	Noted by:
Process Owner	Deputy Q,MR

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DILG XII QMS





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Name of Division/Unit: QMS Secretariat

MASTERLIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
QUALITY MANUAL							
QM-R12-01	INTRODUCTION	10.01.17	07.01.19				
QM-R12-02	DEFINITION OF TERMS	10.01.17	07.01.19				
QM-R12-03	ORGANIZATIONAL BACKGROUND	10.01.17	07.01.19				
QM-R12-04	CONTEXT OF ORGANIZATION	10.01.17	07.01.19				
QM-R12-05	LEADERSHIP	10.01.17	07.01.19				
QM-R12-06	PLANNING	10.01.17	07.01.19				
QM-R12-07	SUPPORT	10.01.17	07.01.19				
QM-R12-08	OPERATION	10.01.17	07.01.19				
QM-R12-09	PERFORMANCE EVALUATION	10.01.17	07.01.19				
QM-R12-10	IMPROVEMENT	10.01.17	07.01.19				
	CORRESPONDENCE						

Prepared By	Reviewed By
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Regional Document Controller	Regional Quality Management Representative

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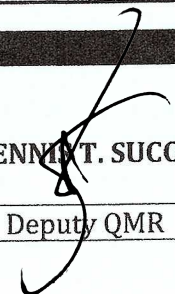
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Division: **FINANCE AND ADMINISTRATIVE DIVISION (SUPPLY SECTION)**

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PREPARATION OF ANNUAL PROCUREMENT PLAN							
DBM Circular 2010-09	Annual Procurement Plan Form (Common-Use Supplies and Equipment)						
	Annual Procurement Plan Form (Goods and Services for Programmed Projects)						
	Project Procurement Management Plan (Common-Use Supplies and Equipment)						
	Project Procurement Management Plan Goods and Services for Programmed Projects)						

Prepared by: <div style="text-align: center;">  CATHERINE A. MACION Regional Document Controller </div>	Noted by: <div style="text-align: center;">  DENNIS T. SUCOL Deputy QMR </div>
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Division: **FINANCE AND ADMINISTRATIVE DIVISION (ACCOUNTING SECTION)**

MASTER LIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
PREPARATION OF ANNUAL PROCUREMENT PLAN									
Preparation of Annual Procurement Plan (APP) Process Summay Logsheets	Preparation of Annual Procurement Plan (APP) Process Summay Logsheets	Merriam S. Sarmiento	Merriam's Table	APP	annually	3	3	6	shredding
DBM FORM	Annual Procurement Plan Form (Common-Use Supplies and Equipment)								
DBM FORM	Annual Procurement Plan Form (Goods and Services for Programmed Projects)								
DBM FORM	Project Procurement Management Plan (Common-Use Supplies and Equipment)								

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RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION - SUPPLY SECTION**
 PROCEDURE: **PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN				
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Timely submission of Approved APP to DBM-PS and GPBB on the set deadline	No alternates/under study; Overlapping of regional and central activities	DILG Central Office, DBM-GPPB, COA	No basis for procurement/ No activity to be implemented	mañana habit	No PPA implementation	Regional Advisory on the deadline of submission	5	4	1	20	L	NS	NO ACTION	3	NA	NA	NA	NA

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED	RPN
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1-25	LOW	Not Significant	No further action required (Retain risk by in	3
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26-40	MODERATE	Not Significant	Alert level but no further action required for no	2
DETECTION: 1 - Very likely, 2 - Likely; 3 - Low, 4 - R	>40	HIGH	Significant	Control (e.g. Treat/Mitigate Transfer, Termina	1

Risk Rating = Impact X Likelihood X Detection

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			REYNALDO M. BUNGUBUNG, CESO IV Regional Director





**(B) RISK REGISTRY
 PROCESS RISK ASSESSMENT**

DIVISION: FINANCE AND ADMINISTRATIVE DIVISION – SUPPLY SECTION
PROCEDURE: PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN				
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE	
Receive, evaluate and consolidate submitted PPMP	NO PPMP submitted	Focal person/process owner is on travel or is on sick leave	Delayed preparation and deliberation	concerned Division Chief assigns staff to immediately take over	3	3	1	9	L	NS	3	no further action	NA	NA	NA	NA	
Convene the BAC members, End User, Budget Officer, Accountant and BAC Secretariat for the deliberation of the APP	No BAC membership quorum	BAC members on travel/on sick leave	Delayed approval of the recommended APP	Calendar schedules to obtain quorum	5	5	1	25	L	NS	3	no further action	NA	NA	NA	NA	
Submit and post the approved APP	Delayed posting of APP to GPPB	overlapping of activities/schedules	delayed submission of approved APP to DBM-GPPB	delayed implementation of the PPA	5	1	1	5	L	NS	3	no further action	NA	NA	NA	NA	
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED						RPN						
IMPACT:		1-Insignificant; 2-Minor;	1 - 25	LOW	Not Significant						No further action required (Retain risk by informed decision)	3					
LIKELIHOOD:		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant						Alert level but no further action required for now	2					
DETECTION		1- Very likely, 2- Likely;	>40	HIGH	Significant						Control (e.g., Treat/Mitigate Transfer, Terminate)	1					
Risk Rating = Impact X Likelihood X Detection																	

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