

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) for FY 2024**

END-USER/UNIT: **Office of the Corporate Board Secretary**

Charged to **GAA**  
Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE		ESTIMATED BUDGET		Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
				Unit Cost	Total Cost		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
<b>I. REGULAR MEETINGS</b>																		
	<b>A. CATERING SERVICES / FOOD AND BEVERAGE</b> (for meetings held in TPB/DOT)	12	meetings	50,000.00	493,124.50	Small Value Procurement												
<b>II. COMMITTEE MEETINGS</b>																		
	<b>A. FOOD AND BEVERAGE</b>	18	meetings	5,000.00	69,724.00	N/A												
	Executive Committee																	
	Audit Committee																	
	Governance and Risk Committee																	
	Remuneration and Nomination Committee																	
	Business Development Committee																	
	Marketing Committee																	
<b>III. ACCOMMODATION, MEALS, AND TRANSPORTATION EXPENSES</b>																		
	A. For Meetings, Official Travel, Seminars, etc.	7	meetings	20,882.46	146,177.19	N/A												
<b>IV. MISCELLANEOUS AND INCIDENTAL EXPENSES</b>																		
					34,635.00	N/A												
<b>V. SEMINAR / TRAINING FEES FOR APPOINTIVE DIRECTORS</b>																		
	A. Seminar Fees	5	pax	15,000.00	20,880.00	N/A												
<b>VI. OFFICE SUPPLIES</b>																		
	* Coupon Bond (A4 size)	30	reams	300.00	9,000.00	Shopping												
	* Coupon Bond (8 1/2 x 13)	5	reams	350.00	1,750.00													
	* File Tab Divider, A4, five (5) colors per set	10	sets	12.48	124.80													
	* Clear folder with plastic fastener (Seagull-A4)	50	pieces	60.00	3,000.00													
	* Sign Pens	30	pieces	30.00	900.00													
	*Paper clips and Binder clips	6	boxes	45.00	270.00													
<b>VII. CALLING CARDS</b>																		
		5	boxes	1,600.00	8,000.00	Small Value Procurement												
<b>VIII. PER DIEMS</b>																		
	* Board Meetings	12	meetings	5,000.00	220,000.00	N/A												
	* Committee Meetings	24	meetings vis-à-vis directors	3,000.00	69,000.00	N/A												
	Executive Committee																	
	Audit Committee																	
	Governance Committee																	
	Remuneration and Nomination Committee																	
	Business Development Committee																	
	Marketing Committee																	
<b>IX. DIRECTORS AND OFFICERS LIABILITY INSURANCE</b>																		
					1,556,250.00	N/A												
<b>X. SALARIES FOR COS PERSONNEL</b>																		
	Board Secretary II	1		51,637.20	545,798.52	N/A												
	Administrative Assistant	1		32,400.00	164,857.37	N/A												

TOTAL BUDGET: **3,343,491.38**  
TOTAL LESS OFFICE SUPPLIES: **3,328,446.58**

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

  
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Submitted By:

  
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Board Secretary V, OCBS

