

**(National Conciliation and Mediation Board - Region XI) Procurement Monitoring Report for the period July 1 to December 31, 2017**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Actual Procurement Activity														Source of Funds								
				Pre-Proc Conf.	Ads/Post of IAEB	Pre-bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	PO or Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover											
	Tarpaulin: NCM8																									
1	Citizens charter Frontline Services	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	GF-101
2	Office Supplies for 3rd Quarter	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	GF-101
3	Riso form of the ff: Trip tickets, Cert. of Appearance, Petty Cash Voucher, RER, Pass Slip and FM-DOLE Form-01 page 1 and FM-DOLE Form 01 page 2	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	GF-101
4	Cleaning of Office Airconditioners for 3rd Quarter	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	GF-101
5	Purchase of 1 unit Drum for Canon Xerox Machine, Toner NPG-32 for Photocopy Machine & 1 unit film for Canon Xerox	Admin. & Technical	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	GF-101

*Handwritten mark/signature*

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Actual Procurement Activity																Source of Funds
				Pre-Proc Conf.	Ads/Post of IAEB	Pre-bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	PO or Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover					
6	Tarpaulin for 117th Civil Service Anniversary and Problema sa Trabaho I SENA mo	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Aug. 15, 2017	N/A	Aug. 25, 2017	Aug. 25, 2017	GF-101	
7	Purchase of 1 unit Laptop and 1 unit Scanner	OIC-Director, Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Sept. 20, 2017	N/A	Oct. 06, 2017	Oct. 06, 2017	GF-101	
8	Family Day on Sept. 21, 2017	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Sept. 20, 2017	N/A	Sept. 21, 2017	Sept. 21, 2017	GF-101	
9	Meals during the seminar of CSC re: Public Service Ethics and Accountability on Oct. 23, 2017	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Oct. 13, 2017	N/A	Oct. 23, 2017	Oct. 23, 2017	GF-101	
10	Tarpaulin for Public Assistance and Compliants Desk	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Oct. 20, 2017	N/A			GF-101	
11	Tarpaulin for Workplace Learning Program of CSC, Tarpaulin for Welcome Participants and Tarpaulin for 1st LEEG DOLE Wide Sports Event	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Oct. 19, 2017	N/A	Oct. 20, 2017	Oct. 2017	GF-101	
12	Office Supplies for 4th Quarter	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Nov. 13, 2017	N/A	Nov. 22, 2017	Nov. 22, 2017	GF-101	

12

Code (PAP)	Procurement Program/Project	PMO/ End User	Mode of Procurement	Actual Procurement Activity										Source of Funds				
				Pre-Proc Conf.	Ads/Post of IAEB	Pre-bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	PO or Contract Signing	Notice to Proceed		Delivery/ Completion	Acceptance/ Turnover		
13	Areawide Session on NCMB Programs at Sequoia Inn	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 14, 2017	N/A	Dec. 22, 2017	Dec. 22, 2017	GF-101
14	Tarpaulin for Areawide Session on NCMB Programs	Admin. & Technical	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec. 20, 2017	N/A	Dec. 22, 2017	Dec. 22, 2017	GF-101

Prepared by:

  
**LOUGELYN G. DECOCAREZZA**  
 Acting Admin. Officer/Supply Officer Designate

Noted by:

  
**AERRINE MARIE R. REYES**  
 O/C-Director