## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

For Fiscal Year 2022

## END-USER/UNIT: INTERNAL AUDIT SERVICE

Projects, Programs and Activities (PAPs)

	QUANTITY/	ESTIMATED			SCHEDULE/MILESTONE OF ACTIVITIES													
E GENERAL DESCRIPTION	SIZE	BUDGET	Source of Fund	Mode of Procurement	Jan	Feb	Mar	Apr	Мау	Jun	July	Aug	Sept	ot	Oct	Nov	Dec	Remarks
Preparation for and Conduct of Regular Internal Audits in CSC CO and ROs			MOOE															
Procurement of the following:	pax																	
Transportation 755,392.00				SVP		ıl												Regular Internal Audits in CSC ROs (Pr
DTE 1,907,950.00																		Audit, Actual Audit and Post- Audit
Supplies & Mats 8,800.00		3,536,442.00		Shopping	х	х	х	х	х	х	х	х	х		х	х	х	activities such as coordination, provision
Meals 14,300.00				SVP														of assistance in the uploading of files,
ICT Subscription 100,000.00																		test calls, orientation, etc.)
ICT Equipment 450,000.00																		
Training Expenses 200,000.00																		
Communication 100,000.00 Allowance																		
Preparation for and Conduct of QMS Audit in CSC-CO and enrolled CSC ROs (QMS Internal Audit Planning, Checklist Preparation, Orientation and Actual Conduct)			QMS Budget															
Procurement of the following:	pax																	
Meals 22,000.00				SVP														
DTE incl.																		Checklist Preparation and QMS Audit
transportation 224,180.00		997,500.00		SVP		х	х	х	х	х								CO and enrolled CSC ROs
expenses																		
Supplies 1,320.00				Shopping														
ICT Subscription 50,000.00																		
ICT Equipment 450,000.00																		
Communication 50,000.00																		
Incentive/Honorarium 200,000.00																		
Conduct of QMS Internal Audit Planning			QMS Budget															
Procurement of the following:	pax																	
Meals & 418,000.00	•			NP-53.10 Lease of Real Property and Venue														
Gasoline 11,000.00		444,070.00		SVP	х	х	х	х	х	х								QMS Plamning
DTE 7,920.00																		
Supplies 7,150.00				Shopping														
Conduct of Capability Building for Internal Audit			MOOE															
Procurement of the following:	pax																	

		QUANTITY/	ESTIMATED					S	CHED	ULE/M	ILEST	ONE (	OF AC	TIVITIE	s			
CODE	GENERAL DESCRIPTION	SIZE	BUDGET	Source of Fund	Mode of Procurement	Jan	Feb	Mar	Apr	Мау	Jun	July	Aug	Sept	Oct	Nov	Dec	Remarks
	Professional Fee of Resource Person Accommodation Office Sup & Mat 4,400.00 5,500.00		350,020.00		NP-SVP SVP-LV Shopping	x	х	x	х	х	x							Capability Building for Internal Audit Team (QMS and Regular IA)
	Groceries         14,300.00           Meals/Drinks         149,820.00           Contigency				Shopping NP-SVP													
	Conduct of Special Audit as instructed by the Commission			MOOE														
	Procurement of the following:           Supplies         5,500.00           DTE         238,200.00           Meals         9,900.00           Tranportation         110,000.00           Contigency	pax	363,600.00		Shopping SVP SVP	х	x	х	х	x	x	x	х	x	х	х	х	Special Audit to CO or Ros upon instruction of the Commission
	Evaluation of Actions Taken by Offices relative to IAS audit findings from previous year submitted to the Commission within timeline  Procurement of Supplies 5,000.00	piece	5,000.00	MOOE	Shopping			x	х	х	x							Evaluation of Actions Taken by Offices relative to IAS audit findings from previous year submitted to the Commission within timeline
	Conduct of Meetings/ Workshop/ Consultative Dialogues in Updating the CSC Service Manual Procurement of the following:  Meals during meetings/consultative 26,000.00 dialogues Rent Expenses 50,000.00 Printing & Publication 100,000.00  Supplies & Materials 10,000.00 Contigency	pax	186,000.00	MOOE	SVP SVP Shopping	x	х	х	x	x	x							Crafting of CSC Service Manual
	Integrated Risk Management Guidelines: Revision/development of relevent forms based on approved Procurement of the following: Rent Expense 50,000.00 Meals 26,000.00 Training 350,000.00 Supplies and materials 10,000.00	pax	436,000.00	MOOE	SVP SVP Shopping	х	х	х	х	х	х							2nd Phase of the Amendment to OM 64, s. 2014 re CSC Integrated Risk Management Guidelines: Revision/development of relevent forms based on approved process
	Attendance to Training Programs / Seminars/Conferences to trainings of IAS HR	pax	128,000.00	MOOE	NP-SVP	x	х	х	х	х	х	х	х	x	х	х	х	IAS L&D Plan
	Conduct of of IAS Strategic Planning Procurement of lease of venue, meals, transportation expenses, supplies & materials	pax	20,000.00	MOOE	NP-SVP												х	Strategical Planning
	Conduct of IAS Team Building Activity -Procurement of lease of venue, meals, transportation expenses, supplies & materials	pax	96,000.00	MOOE	SVP									х				IAS Capacity Building

CODE		QUANTITY/	ESTIMATED					S	SCHEDULE/MILESTONE OF AC	OF AC	IVITIE	s					
	GENERAL DESCRIPTION	SIZE	BUDGET	Source of Fund	Mode of Procurement	Jan	Feb	Mar	Apr	Мау	Jun	July	Aug	Sept	Oct	Nov D	Remarks
	Activities concerning IAS Head (Extra Ordinary Expenses)	pax	132,000.00	MOOE	Shopping												Extra ordinary representation of IAS Head
	Procurement of airfare, landfare for the family visit privilege of IAS Director IV	pax	175,000.00	MOOE	SVP									x			Family Visit of IAS Director IV
	AGIA Membership Fee	pax	8,500.00		Contract Out												IAS HR AGIA Membership
	IIAP Membership Fee	pax	36,800.00		Contract Out												IAS HR IIAP Membership
	Submission of Other Reportorial Requirements Procurement of supplies & materials	pax	20,000.00	MOOE	Shopping									x			Submission of Other Reportorial Requirements

6,934,932.00

 TOTAL BUDGET:
 6,934,932.00

 + 10% Provision for Inflation
 693,493.20

 + 10% Contingency
 693,493.20

 TOTAL ESTIMATED BUDGET:
 8,321,918.40

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

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