

RECEIVING

Project Procurement Management Plan (PPMP) 2023 (Amended)

FORM I-MANPOWER OR CONSULTANCY

**SOCIAL HOUSING FINANCE CORPORATION**  
Office of the Board Secretary

BY INDIVIDUAL	COMPETENCY REQUIREMENT & PROJECT NAME	NO.	ESTIMATED BUDGET		NO. OF MONTHS	PROJECT DESCRIPTION	PURPOSE
			Monthly	Yearly			
1	Technical Staff –III (Php35,616.96)	1		427,403.52	12	Agency hired	Writer/Technical support
2	Technical Staff – II (Php31,063.86)	1		372,766.32	12	Agency hired	Administrative support
3	Technical Staff – I (Php27,853.49)	1		334,241.88	12	Agency hired	Clerical Support
4	Messenger (Php18,589.13)	1		223,069.56	12	Agency hired	Messenger
<b>Total 4</b>				<b>P1,357,481.28</b>			

FORM II-CAPITAL OUTLAY SPECIAL EQUIPMENT INCLUDING BOARD ROOM IMPROVEMENT / FACILITIES (BUDGET FY2022-2023)

CODE		TECHNICAL SPECIFICATIONS	NO. OF ITEMS	UNIT PRICE	ESTIMATED BUDGET	PROJECT DESCRIPTION	PURPOSE Replacement/New
2023							
	1	Professional level streaming equipment: multi-camera setup in the Board room	1	100,000	100,000	Fixed at Board Room and OBS for outside use meeting	For committee and board meetings
	2	Projector HDMI latest version slim type for android TV 60 inches	2	30,000	60,000	Fixed at Board Room and OBS for outside use meeting	Screen presentation during the meeting
	3	Conference Microphone with Audio and Sound System (fixed with complete accessories)	15pcs.	For canvass	150,000	Board Room fixed conference microphone for the LONG TABLE	Committee and other Meetings
	5	Zoom subscription	12mos.	20,000	20,000	Subscriptions	For Committee and Board meetings
	6	Google subscription	yearly	1,000	1,000	Subscriptions	Email Board & Committee materials storage
<b>TOTAL 6</b>					<b>331,000</b>		

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FORM III-CORPORATE GROUP/DEPARTMENTAL ACTIVITIES

CODE		GENERAL DESCRIPTIONS	NO. OF PERSONNEL	ESTIMATED BUDGET	PROJECT DESCRIPTION	SCHEDULE	PURPOSE
2023	1	MCLE seminar for lawyer	1	15,000	MCLE	Indefinite	Mandatory for the lawyers to update their skills/professional to know how for the benefit of the corporation.
	2	Seminar, Planning activity for the Board of Directors & Officers & Strategic Planning Training	20	2,000,000	Seminar /planning	Indefinite	GCG requirement to supplant their skills/directorship savvy as part of Board qualification/training and Part of corporate affair/team bldg. and Corporate strategic planning
	3	Seminar/Training (special request local)	2 or 3	30,000	seminar	Indefinite	Part of work re-tooling to keep abreast with current domestic corporate best practice
	4	Seminar/Training (reserved special request out-of-the-country) as needed only	No specific headcount	700,000	Seminar/study or visit	Indefinite	Part of work current world-class corporate best practices
	5	Travel expenses local (w/in Phils.)	No specific headcount	300,000	Seminar/ training site visit	Indefinite	As need arises in the interest of the service
<b>Total 5</b>				<b>P3,045,0000</b>			

PER DIEM, REIMBURSABLE, TRAVEL, COMMITTEE & BOARD MEETINGS EXPENSES / OGCC LAWYERS HONORARIA ALLOWANCE

CODE		GENERAL DESCRIPTIONS	NO. OF PERSONNEL	ESTIMATED BUDGET Per Meeting	ESTIMATED BUDGET Annual	PROJECT DESCRIPTION	SCHEDULE	PURPOSE
2023	1	Per diem Board Meeting (Board of Directors) Per BM Php15Kx2max=P30K	7	210,000 (Monthly)	2,520,000	Two (2) meetings in a month or maximum of 24 meetings in a year	Monthly	Payment for per diem each meeting attended
	2	Per diem Committee Meeting (Board of Directors) Per Committee Php9Kx2max=P18K	7	126,000 (Monthly)	1,512,000	Two (2) meetings in a month or maximum of 24 meetings in a year	Monthly	Payment for per diem each meeting attended



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	3	Reimbursable expenses of Board of Directors	No specific headcount	-	240,000	Reimbursement each Director has a maximum of P60,000 per year	Monthly	Actual expenses incurred of each Board of Directors with justifiable reason at reasonable cost is subject for reimbursement.
	4	OGCC 9 Lawyers AGCC 6Kx1pax=72Kyearly AGCC 4Kx8pax=384Kyearly		38,000 monthly	456,000	Monthly allowance	Monthly	Monthly honoraria/allowance for the OGCC lawyers assigned to SHFC as GOCC counsel.
	5	Board/Committee Meeting Food, Accommodations & Airfare expenses of Board Directors & Officers	-	250,000 monthly	3,000,000	Board Meeting and Committee Meetings and Airfare expenses	Weekly & Monthly	Actual expenses incurred during the meetings conducted
	6	Chairman 30K, Directors/alternate 25K-14pax, VIP's 6K-20pax	-	-	500,000	Giveaways	December	Christmas Giveaways
	7	Coffee capsule, milk, sugar & cup	Min. purchase 3 boxes	5,000 Monthly	60,000	Coffee	Monthly	For Committee & Board Meetings
<b>TOTAL 7</b>					<b>P8,288,000</b>			

FORM IV-SUPPLIES & MATERIALS EXCLUSIVE UNIQUE

CODE	GENERAL DESCRIPTIONS	NO.	Unit Price	ESTIMATED BUDGET	PROJECT DESCRIPTION	PURPOSE
2023 1	Storage Box	24 pcs.	250.00	6,000	Storage box	Safekeeping of Documents
<b>TOTAL1</b>				<b>6,000</b>		

FORM V- FURNITURES & UTENSILS (BUDGET FY2022-2023)

CODE	GENERAL DESCRIPTIONS	NO.	Unit Price	ESTIMATED BUDGET	PROJECT DESCRIPTION	PURPOSE
2023						
1	Complete Utensils plate, glass, coffee cup, spoon, fork, glass, knife	set	100-300 or set	100,000	Board of Directors utensils	Board & Committee meeting
2	Coffee maker automatic grind brew 12 cup coffee maker	1	15,000	15,000	Board of Directors	Board & Committee meeting
3	Automatic hand dryer for men & women bathroom	2	5,000	10,000	Bathroom	Directors and Guest

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	4	One (1) year supply tissue	1 yr. supply	500	6,000	Bathroom	Directors and Guest
	5	TB-USB for Large files Storage	5pcs	12,000	60,000	Committee/Board materials storage	For presentation and storage files
	6	Cubicle table and divider	8pcs	60,000	480,000	Replacement of office table for staff	OBS Staff table
	7	Microwave	1	15,000	15,000	Board of Directors utensils	Board & Committee meeting
<b>TOTAL 7</b>					<b>686,000</b>		

**Total estimated budget ₱13,713,481.28**

Prepared by:

**MARICRIS L. CALINA**  
Executive Assistant

Approved by:

**ATTY. KAROLINE J. ABELLO TORDECILLA**  
Acting Board Secretary

Date: 19 October 2022

9/10-27-22



**MEMORANDUM**

**FOR : MR. CRISANTO R. ALANES**  
*Manager, Information Communication Technology Department (ICTD)*

**FROM : ATTY. KAROLINE J. ABELLO-TORDECILLA**  
*Acting Board Secretary*

**REF : OBS-87-2022**

**DATE : 19 OCTOBER 2022**

**SUBJECT : REQUEST TO PURCHASE FIVE (5) LAPTOPS FOR THE PRIVATE  
SECTOR REPRESENTATIVES AND OFFICE OF THE BOARD  
SECRETARY**

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This is in reference to the Procurement Division Memorandum dated 17 October 2022 regarding the 2023 Annual Procurement Plan (APP) vis-à-vis the departmental Project Procurement Management Plan (PMMP) for FY2023, all requests for IT equipment must be coursed through the Information Communication Technology Department (ICTD).

In the interest of the service, the four (4) Private Sector Representatives and Office of the Board Secretary (OBS) would be needing new and inexpensive yet recent version of laptops.

The laptop for the OBS shall be used exclusively during the Committee and Board meetings for presentation of materials to ensure the effective and uninterrupted conduct of meetings.

In this regard, the OBS is respectfully requesting for five (5) laptops for FY 2023.

For your kind consideration and approval, please.

  
**ATTY. KAROLINE J. ABELLO-TORDECILLA**  
Acting Board Secretary

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