

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Department of the Interior and Local Government - Cordillera Administrative Region

Period: CY 2017

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Re-orientation of end-users on the preparation of complete purchase request, terms of reference and specifications	BAC/TWG	September 26-27, 2018	Training Funds
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Conduct of workshop on the preparation of APP-CSE	BAC	July 2019	Training Funds
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Enhancement of the record keeping system	BAC Secretariat	December 2018	none
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Enhancement on the procedure of acceptance and inspection	General Services Section, Finance and Administrative Division	December 2018	none