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| **OFFICE** | Finance and Administrative Division - General Services and Supply (FAD-GSS) |
| **QUALITY PROCEDURE TITLE** | Preparation of Annual Procurement Plan (APP) |
| **QUALITY OBJECTIVE** | 1. Timely submission of the approved Annual Procurement Plan (APP) on the deadline set by DILG Central Office  2. Timely submission of the approved Annual Procurement Plan (APP) on the deadline set by DBM  3. Timely submission of the approved Annual Procurement Plan (APP) on the deadline set by GPPB |
| **FREQUENCY OF MONITORING:** | Annually |
| **CURRENT PERIOD:** |  |

| No | Period Covered | Date submitted to DILG Central Office  (A) | Deadline set by DILG Central Office  (B) | Date submitted to DBM  (C) | Deadline set by DBM  (D) | Date submitted to GPPB  (E) | Deadline set by GPPB  (F) | Objective 1 Results  (A-B) | | | Objective 2 Results  (C-D) | | | Objective 3 Results  (E-F) | | |
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| Met  ~~=~~ 0 | Unmet  > 0 | Remarks (Indicate reason if target is unmet) | Met  ~~=~~ 0 | Unmet  > 0 | Remarks (Indicate reason if target is unmet) | Met  ~~=~~ 0 | Unmet  > 0 | Remarks (Indicate reason if target is unmet) |
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| Prepared By: | Reviewed By: | Noted By: |
| **BEZALEEL O. SOLTURA**  Chief, GSS | **ELIAS F. FERNANDEZ, JR., CSEE**  Assistant Regional Director | **MANUEL Q. GOTIS, CESO III**  Regional Director |