

NATIONAL COUNCIL ON DISABILITY AFFAIRS

Update of the Annual Procurement Plan for FY 2024

			Is this an		Sched	ule for Each Pi	rocurement A	ctivity		Est	imated Budget (Ph	ıP)	
Code (PAP)	Procurement Program/Project	PMO/ End-User	Early Procure ment Activity? (Yes/No)	rocure Mode of Procurement detroity?	Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
					FINANCE A	AND ADMINI	STRATIVE	DIVISION					
310100100001000	P	lanning and	Budgeting	2025									Assessment and Evaluation; Planning and Budgeting
	Cost of Venue & Meals	FAD	NO	NP-53.10 Lease of Real Property and Venue	March, August	N/A	March, August	March, August	GoP	460,000.00	460,000.00		
	Transportation Expenses	FAD	NO	NP-53.9 - Small Value Procurement	March, August	N/A	N/A	N/A	GoP	40,000.00	40,000.00		
310100100001000		First Ai	d Training										NCDA Employees will be trained on how to handle emergency health situations needing first aid care
	Cost of Meals	FAD	NO	NP-53.9 - Small Value Procurement	July	N/A	N/A	N/A	GoP	15,000.00	15,000.00		
	Resource Speakers / SLI Interpreters	FAD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	July	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
310100100001000		First Ai	d Training										Employees are provided with medical supplies for their health and wellness
	First Aid Kits (Paracetamol, betadine, etc)	FAD	NO	NP-53.9 - Small Value Procurement	March, June, September, December	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
310100100001000	GAD A	wareness /	Policies I	Guidelines									Introduction to Gender and Development GAD Overview and in- depth discussion of GAD Concepts
	Cost of Meals	FAD	NO	NP-53.9 - Small Value Procurement	March, August	N/A	N/A	N/A	GoP	15,000.00	15,000.00		and its application in the workplace
	Resource Speakers / SLI Interpreters	FAD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	March, August	N/A	N/A	N/A	GoP	15,000.00	15,000.00		
310100100001000	Orientation o	n GAD Awa	reness for	New Employees									Lecture on GAD Overview and in- depth discussion of GAD Concepts and its application in the workplace
	Cost of Meals	FAD	NO	NP-53.9 - Small Value Procurement	March	N/A	N/A	N/A	GoP	5,000.00	5,000.00		

			Is this an		Sched	dule for Each Pi	ocurement A	ctivity		Est	imated Budget (PhF	P)	
Code (PAP)	Procurement Program/Project	PMO/ End-User	Early Procure ment Activity? (Yes/No)		Advertisement Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
310100100001000		Teambuild	ding Activi	ty									NCDA employees will be engaged in teambuilding activities through
	Cost of Venue & Meals	FAD	NO	NP-53.10 Lease of Real Property and Venue	May	N/A	May	May	GoP	38,500.00	38,500.00		friendly, inclusive sports
	Supplies and Materials not available in PS	FAD	NO	NP-53.9 - Small Value Procurement	May	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
	Banners / Streamers	FAD	NO	NP-53.9 - Small Value Procurement	May	N/A	N/A	N/A	GoP	1,500.00	1,500.00		
310100100001000	Orientation on Women's Ri	ghts / Violer	nce Agains	t Women and Children (VAWC)									Employees will be oriented on Women's Rights and VAWC & Discuss ways on how to prevent them
	Cost of Meals	FAD	NO	NP-53.9 - Small Value Procurement	August	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
310100100001000		Financia	al Literacy										Employees will be capacitated on how to handle their financial resources with purpose, with prudence and with careful planning
	Cost of Meals	FAD	NO	NP-53.9 - Small Value Procurement	July	N/A	N/A	N/A	GoP	15,000.00	15,000.00		
310100100001000		Tribute t	to Retirees										Two retirees, Delfina Baquir and Myrla Sedenio will be given a tribute for thei lengthy service in the government
	Cost of Meals	FAD	NO	NP-53.9 - Small Value Procurement	August, November	N/A	N/A	N/A	GoP	80,000.00	80,000.00		lenginy service in the government
	Tokens	FAD	NO	NP-53.9 - Small Value Procurement	August, November	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
310100100001000	Service Awards and Aw	varding &am	ıp; Recogr	ition of Best Performances									Employees who are able to perform well and those who have shown loyalty to the Council by working continuously for a substantial number of years will be recognized and rewarded during a program to be
	Cost of Meals	FAD	NO	NP-53.9 - Small Value Procurement	December	N/A	N/A	N/A	GoP	450,000.00	450,000.00		prepared
	Tokens	FAD	NO	NP-53.9 - Small Value Procurement	December	N/A	· N/A	N/A	GoP	20,000.00	20,000.00		
310100100001000	Writeshops / Meeti	ings for Cra	fting of Dif	ferent FAD Processes									NCDA employees will be collaboratin to be able to create guidelines to various FAD processes for standardization and ensure compliance to government mandates policies, guidelines
	Cost of Meals	FAD	NO	NP-53.9 - Small Value Procurement	February	N/A	N/A	N/A	GoP	40,000.00	40,000.00		

			Is this an		Sched	lule for Each Pi	rocurement A	ctivity		Est	imated Budget (Ph	P)	
Code (PAP)	Procurement Program/Project	PMO/ End-User	Early Procure ment Activity? (Yes/No)		Advertisement Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
310100100001000	Employee-Requ	ested Pers	onnel Deve	elopment Trainings									Employees from each division may request for support to be able to attend seminars which they deem fit for their professional development
	Training Fees	FAD	NO	NP-53.9 - Small Value Procurement	January - December	N/A	N/A	N/A	GoP	165,000.00	165,000.00		
				INFOR	MATION, EDU	ICATION AN	D COMMUN	ICATION DI	VISION				
310100100001000				versity & Municipal Library and rning System									To promote culture of understanding awareness and inclusion by connecting with local disability organizations
	Cost of Meals	IECD	NO	NP-53.9 - Small Value Procurement	March, April, June	N/A	N/A	N/A	GoP	17,500.00	17,500.00		o.quinzationo
	Supplies and Materials not available in PS	IECD	NO	NP-53.9 - Small Value Procurement	February	N/A	N/A	N/A	GoP	1,750.00	1,750.00		
310100100001000	Production of IEC materia	als and oth	er disabilit	y related advocacy materials									
	Desk Calendar	IECD	NO	NP-53.9 - Small Value Procurement	March, August, December	N/A			GoP	75,000.00	75,000.00		
	Press Kit / Folder	IECD	NO	NP-53.9 - Small Value Procurement	March, May, December	N/A			GoP	37,500.00	37,500.00		
	Promotional / Advocacy Poster	IECD	NO	NP-53.9 - Small Value Procurement	March, May, December	N/A			GoP	50,000.00	50,000.00		
	Banners / Streamers	IECD	NO	NP-53.9 - Small Value Procurement	February, March, December	N/A	N/A	N/A	GoP	12,000.00	12,000.00		
	Tote Bags	IECD	NO	NP-53.9 - Small Value Procurement	April and December	N/A	N/A	N/A	GoP	8,000.00	8,000.00		
	Laptopbags with NCDA Logo	IECD	NO	NP-53.9 - Small Value Procurement	May and December	N/A	N/A	N/A	GoP	17,225.00	17,225.00		
310100100001000	Re	-printing of	f Disability	Laws									To improve awareness of persons with disabilities of their benefits through visual advertisement
	Printing of Disability Laws	IECD	NO	NP-53.9 - Small Value Procurement	February, March, June, July	N/A			GoP	70,000.00	70,000.00		
310100100001000	Consultative	Dialogue w	ith Social	Media Platforms		-							Online Advocacy Campaign
	Lease of Venue, Accommodation and meals	IECD	NO	NP-53.10 Lease of Real Property and Venue	April	N/A	April	April	GoP	72,000.00	72,000.00		, , , ,
	Honoraria (Speakers, Sign Language Interpreters)	IECD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	April	N/A	N/A	N/A	GoP	21,400.00	21,400.00		
	Tokens	IECD	NO	NP-53.9 - Small Value Procurement	April	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
310100100001000	Conduct of C	luarterly M	eetings on	Sub-Committee								a	Sub-Committee on Education and of Advocacy

			Is this an		Sched	ule for Each P	rocurement A	ctivity		Es	timated Budget (P	hP)	
Code (PAP)	Procurement Program/Project	PMO/ End-User	Early Procure ment Activity? (Yes/No)	Mode of Procurement	Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
	Cost of Meals	IECD	NO	NP-53.9 - Small Value Procurement	February, April, May, August, October and December	N/A	N/A	N/A	GoP	80,000.00	80,000.00		
	Advocacy Shirt	IECD	NO	NP-53.9 - Small Value Procurement	March	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
310100100001000	Translatio	n of RA 11	650 in Tag	alog Version									Dissimination to all learning resource centers
	Tokens	IECD	NO	NP-53.9 - Small Value Procurement	June	N/A	N/A	N/A	GoP	6,000.00	6,000.00		GOINGIS
	Printing of RA 11650 (Tagalog Version)	IECD	NO	NP-53.9 - Small Value Procurement	June	N/A	June	N/A	GoP	44,000.00	44,000.00		
					TECHNI	CAL COOPE	RATION DI	VISION					
301010000	2	024 Global	I IT Challer	nge									Hosting of the 2024 Global IT Challenge
	Lease of Venue, Accommodation and meals	TCD	NO	NP-53.10 Lease of Real Property and Venue	July and October				GoP	10,300,000.00		10,300,000.00	Ondicingo
	Tokens	TCD	NO	NP-53.9 - Small Value Procurement	May	N/A	May	N/A	GoP	325,000.00	325,000.00		
	Supplies and Materials not available in PS	TCD	NO	NP-53.9 - Small Value Procurement	May	N/A	May	N/A	GoP	178,000.00	178,000.00		
	Transportation Expenses	TCD	NO	NP-53.9 - Small Value Procurement	May	N/A	May	N/A	GoP	800,000.00	800,000.00		
	Rental of Electronics (Computer, Laptop, LED, LAN Internet Connection)	TCD	NO	NP-53.9 - Small Value Procurement	May	N/A	May	N/A	GoP	1,300,000.00	1,300,000.00		
	Media Coverage	TCD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	May	N/A	May	N/A	GoP	200,000.00	200,000.00		
	Event Services (Hosting/Emcee, Event Manager, Sign Language Interpreters)	TCD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	May	N/A	May	N/A	GoP	176,000.00	176,000.00		
	Sky Ranch Entrance Fee	TCD	NO	NP-53.9 - Small Value Procurement	May	N/A	May	N/A	GoP	250,000.00	250,000.00		

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Code (PAP)	Procurement Program/Project	PMO/ End-User	Early Procure ment Activity? (Yes/No)	re Mode of Procurement Act y?	Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
310100100001000	1	National IT	Challenge :	2024									Conduct and Training of GITC participants and participation of NCDA to GITC 2024
	Lease of Venue, Accommodation and meals	TCD	NO	NP-53.10 Lease of Real Property and Venue	April	N/A	April	April	GoP	990,000.00	990,000.00		
	Honoraria (Speakers, Sign Language Interpreters)	TCD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	April, May, October	N/A	N/A	N/A	GoP	214,400.00	214,400.00		
	Cost of Meals	TCD	NO	NP-53.9 - Small Value Procurement	October	N/A	N/A	N/A	GoP	210,000.00	210,000.00		
	Jacket	TCD	NO	NP-53.9 - Small Value Procurement	August	N/A	N/A	N/A	GoP	30,000.00	30,000.00		
	Streamers	TCD	NO	NP-53.9 - Small Value Procurement	March	N/A	N/A	N/A	GoP	4,000.00	4,000.00		
	Supplies and Materials not available in PS	TCD	NO	NP-53.9 - Small Value Procurement	February	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
3010100000	Sub-Comm	nittee on De	evelopmen	t Cooperation									Research and Quarterly Meetings
	Cost of Meals	TCD	NO	NP-53.9 - Small Value Procurement	March, June, September, November	N/A	N/A	N/A	GoP	44,000.00	44,000.00		
	Consultant	TCD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	250,000.00	250,000.00		
310100100001000	Policy Progra	ms Plan Fo	rmulation	and Development									Sub-Committee ICT and Data Collection
	Lease of Venue, Accommodation and meals	TCD	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February	GoP	120,000.00	120,000.00		
	Cost of Meals	TCD	NO	NP-53.9 - Small Value Procurement	March, June, September, November	N/A	N/A	N/A	GoP	60,000.00	60,000.00		
	Honoraria (Sign Language Interpreters)	TCD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services		N/A	N/A	N/A	GoP	16,000.00	16,000.00		
310100100001000	lı	nternationa	I Commitm	ents									Participation to Cosp in New York and Revalida in Geneva
	Cost of Meals	TCD	NO	NP-53.9 - Small Value Procurement	April, May, August, September	N/A	N/A	N/A	GoP	50,000.00	50,000.00		
040400400004000	Airfare Trainer's Traqining on the u	TCD ise of Gend	NO er and Equ	NP-53.5 Agency-to-Agency ality Focusing on Women with	June, October	N/A	N/A	N/A	GoP	250,000.00	250,000.00		
310100100001000			ies Manual										

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Code (PAP)	Procurement Program/Project	PMO/ End-User	Early Procure ment Activity? (Yes/No)	Mode of Procurement	Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
	Consultancy Services / Video Editing Services	TCD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	March	N/A	N/A	N/A	GoP	150,000.00	150,000.00		
	Printing Services	TCD	NO	NP-53.9 - Small Value Procurement	February	N/A	N/A	N/A	GoP	150,000.00	150,000.00		
	Supplies and Materials not available in PS	TCD	NO	NP-53.9 - Small Value Procurement	February	N/A	N/A	N/A	GoP	10,300.00	10,300.00		
	Travel Expenses (Airfare, Land Travel, Fuel, Per Diems)	TCD	NO	NP-53.5 Agency-to-Agency	March, June September	N/A	N/A	N/A	GoP	232,000.00	232,000.00		
					OFFICE (F THE EXE	CUTIVE DIR	ECTOR					
301010000	Conduct o	of NCDA Qu	arterly Bo	ard Meetings									Quarterly Meetings
	Lease of Venue, Accommodation and meals	OED	NO	NP-53.10 Lease of Real Property and Venue	March, June, September, November	N/A	March, June, September, November	N/A	GoP	300,000.00	300,000.00		
301010000	Newspaper P	ublication (of NCDA B	oard Resolution									For the dissimination of information
	Newspaper Publication	OED	NO	NP-53.9 - Small Value Procurement	February	N/A	March	N/A	GoP	75,000.00	75,000.00		
				OFFICE OF T	HE DIRECTO	R - MANAGE	MENT INFO	RMATION S	YSTEM UN	lIT			
301010000	(Office Prod	uctivity To	ols									Equipment for the Council's Use
	Laptop	OED - MISU	NO	NP-53.9 - Small Value Procurement	March	N/A	March	N/A	GoP	840,000.00		840,000.00	
301010000		Repair and	Maintenar	ce									for the repair and mainenance of the Council
	Prototyping Tools (Perpetual Liscence)	OED - MISU	NO	NP-53.9 - Small Value Procurement	February	N/A	March	N/A	GoP	26,000.00	26,000.00		
	Network Cable Tester	OED - MISU	NO	NP-53.9 - Small Value Procurement	March	N/A	March	N/A	GoP	25,000.00	25,000.00		
	Portable Hard Drive	OED - MISU	NO	NP-53.9 - Small Value Procurement	March	N/A	March	N/A	GoP	30,000.00	30,000.00		
	Wifi Router 4.8Gpbs	OED - MISU	NO	NP-53.9 - Small Value Procurement	March	N/A	N/A	N/A	GoP	24,000.00	24,000.00		
	Wifi Router 300Mbps	OED - MISU	NO	NP-53.9 - Small Value Procurement	March	N/A	N/A	N/A	GoP	12,000.00	12,000.00		

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Code (PAP)	Procurement Program/Project	PMO/ End-User	Early Procure ment Activity? (Yes/No)	Mode of Procurement	Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
				OFFICE OF	THE DIRECT	OR - REGIO	NAL PROG	RAMS COOF	RDINATOR				
301010000	NCD	A Speakers	' Bureau F	Program									Orientation - Workshop for Disability Rights Advocates
	Lease of Venue, Accommodation and meals	OED - RPC	NO	NP-53.10 Lease of Real Property and Venue	May	N/A	May	May	GoP	130,000.00	130,000.00		· iigna rio rosaios
	Tokens	OED - RPC	NO	NP-53.9 - Small Value Procurement	April	N/A	N/A	N/A	GoP	47,500.00	47,500.00		
	Supplies and Materials not available in PS	OED - RPC	NO	NP-53.9 - Small Value Procurement	April	N/A	N/A	N/A	GoP	15,200.00	15,200.00		
301010000	Regio	nal Develo	pment Coo	peration									Regional Committee on Disability Affairs (RCDA) Meetings
	Travel Expenses (Airfare, Land Travel, Fuel, Per Diems)	OED - RPC	NO	NP-53.5 Agency-to-Agency	February - December	N/A	N/A	N/A	GoP	330,000.00	330,000.00		
	Cost of Meals	OED - RPC	NO	NP-53.9 - Small Value Procurement	February - December	N/A	N/A	N/A	GoP	160,000.00	160,000.00		
301010000	C	Conference	s on Disab	ility									Orientation, Training and Workshops on Disability (Inclusive Governance, RCDA, and Others)
	Lease of Venue, Accommodation and meals	OED - RPC	NO	NP-53.10 Lease of Real Property and Venue	February - November	N/A	N/A	N/A	GoP	170,000.00	170,000.00		
	Honoraria (Sign Language Interpreters)	OED - RPC	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	February - December	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
	Supplies and Materials not available in PS	OED - RPC	NO	NP-53.9 - Small Value Procurement	February - December	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
301010000	Online	Civil Serv	ice Servic	Review									Orientation and Online Learning
	Honoraria (Speakers, Sign Language Interpreters)	OED - RPC	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	January. February, July, August	N/A	N/A	N/A	GoP	160,000.00	160,000.00		
	Video Production	OED - RPC	NO	NP-53.9 - Small Value Procurement	January. February, July, August	N/A	N/A	N/A	GoP	100,000.00	100,000.00		To be uploaded in the NCDA Online Learning System

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301010000	Aug	mentation	Support S	ervices									
	Assistive devices (Wheelchairs, crutches, canes, walkers, white canes, etc.)	OED - RPC	NO	NP-53.9 - Small Value Procurement	February - April	N/A	N/A	N/A	GoP	150,000.00	150,000.00		Procurement of assistive devices,
	Provision of Medical Assistance (Medicine, surgery/operation, and other treatments)	OED - RPC	NO		January - November	N/A	N/A	N/A	GoP	150,000.00	150,000.00		provision of financial/livelihood and medical assistance to persons with disabilities coursed through the Local Government Units
	Provision of Financial/Livelihood assistance to Small Business	OED - RPC	NO		February - October	N/A	N/A	N/A	GoP	200,000.00	200,000.00		
301010000	D	isability Da	ata Collecti	ons									Donation of PRPWD computers to 400 LGUs
	Cargo / Shipping fee	OED - RPC	NO	NP-53.9 - Small Value Procurement	February - November	N/A	N/A	N/A	GoP	275,000.00	275,000.00		
	Cost of Meals	OED - RPC	NO	NP-53.9 - Small Value Procurement	January - December	N/A	N/A	N/A	GoP	50,000.00	50,000.00		
	Travel Expenses (Airfare, Land Travel, Fuel, Per Diems)	OED - RPC	NO	NP-53.5 Agency-to-Agency	February - December	N/A	N/A	N/A	GoP	75,000.00	75,000.00		
	Notarial Services	OED - RPC	NO	NP-53.9 - Small Value Procurement	January - December	N/A	N/A	N/A	GoP	75,000.00	75,000.00		
301010000	Community Based	Inclusive D	Developme	nt - Coordinating Unit									Assessment, Orientation and Training for Respondent Persons with Disabilities
	Lease of Venue, Accommodation and meals	OED - RPC	NO	NP-53.10 Lease of Real Property and Venue	February - November	N/A	N/A	N/A	GoP	100,000.00	100,000.00		
	Travel Expenses (Airfare, Land Travel, Fuel, Per Diems)	OED - RPC	NO	NP-53.5 Agency-to-Agency	February - November	N/A	N/A	N/A	GoP	49,000.00	49,000.00		
	Supplies and Materials not available in PS	OED - RPC	NO	NP-53.9 - Small Value Procurement	February, April, June, August, October	N/A	N/A	N/A	GoP	30,000.00	30,000.00		

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301010000										Organizational Development for Organizations of Persons with Disabilities (OPDs)			
	Travel Expenses (Airfare, Land Travel, Fuel, Per Diems)	OED - RPC	NO	NP-53.5 Agency-to-Agency	April, June, September, November	N/A	N/A	N/A	GoP	48,000.00	48,000.00		
	Cost of Meals OED - NO NP-53.9 - Small Value Procurement				April, June, September, November	N/A	N/A	N/A	GoP	145,000.00	145,000.00		
		TOTAL	1					20,673,775.00	9,533,775.00	11,140,000.00			

Prepared by:

ELEONOR LOIS G. SENO BAC Secretariat

Recommended for Approval:

EXEQUIEL A. FRANCISCO FAD Chief, BAC Chairperson

DANDY C. VICTA

OIC - Executive Director, HOPE