

**(Schools Division of Calbayog City) Annual Procurement Plan for FY 2024 (as of January 2024)**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Payment of Communication Allowance of CID Chief</b>	CID	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	36,000.00	36,000.00		Communication Expenses
	<b>Payment of Communication Allowance of EPSs and PSDSs</b>	CID	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	230,400.00	230,400.00		Communication Expenses
	<b>Conduct consultative conferences with CID team regularly</b>	CID	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	100,000.00	100,000.00		Food, Office Supplies
	<b>Payment Travel Reimbursement in attending National, Regional, Division level trainings, seminar, and workshop attended in all subject areas including ALS, LR, and other PAPs-LDM, ALIVE/MDRASAH, Multigrade, etc.</b>	CID	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	400,000.00	400,000.00		Travel/training Expenses
	<b>Conduct of GAD related activity</b>	CID	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	42,100.00	42,100.00		Food, Venue, Supplies and Materials
	<b>Conduct of Division Roll Out on HOTS for Grade 1 and 3 (English, Science and Math) Teachers</b>	CID	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	503,125.00			Food, Venue, Supplies and Materials
	<b>Conduct of Grade 4 and 6 (English, Science and Math) Teachers</b>	CID	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	503,125.00			Food, Venue, Supplies and Materials
	<b>Communication Allowance</b>	SGOD	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	55,200.00	55,200.00		Communication Expenses
	<b>Conduct of meetings/conferences of SGOD</b>	SGOD	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	33,600.00	33,600.00		Food, Meal

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					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Conduct of 18-day campaign Against Violence Against Woman (VAW)</b>	SGOD	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	23,000.00	23,000.00		Food, Sound System, Materials
	<b>Conduct of 2024 Women's Month Celebration</b>	SGOD	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	19,100.00	19,100.00		Food, Venue, Supplies and Materials
	<b>Official Travel/Training Attendance (local)</b>	SGOD	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	547,680.00	547,680.00		Training and Travelling expenses
	<b>Common Used Supplies for Office Operations</b>	SGOD	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	163,420.00	163,420.00		Commonly used supplies and equipment
	<b>Orientation on the Implementation of Multi-Year RPMS-PPST Guidelines and Electronic IPCRF Cum Completion Rites of IPBT Pilot Batch</b>	SGOD	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	348,750.00			Food, Venue, Supplies and Materials
	<b>Seminar Workshop on the Development of Resource Package on the Multi-Year RPMS-PPST Guidelines</b>	SGOD	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	76,550.00			Food, Venue, Supplies and Materials

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					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Seminar Workshop on the Crafting of the Application for the the Continuing Professional Development Accreditation System (CPDAS)</b>	SGOD	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	16,200.00			Food, Venue, Supplies and Materials
	<b>Upskilling of the Division NEAP Facilitators on Facilitation Skills and Resource Package Development</b>	SGOD	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	128,250.00			Food, Venue, Supplies and Materials
	<b>Conduct Mid-year and Year End Program Implementation Review (PIR) on HR Learning &amp; Development PAPs Implementation</b>	SGOD	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	63,000.00			Food, Supplies and Materials
	<b>Payment of Fidelity Bond</b>	OSDS	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	315,000.00	360,000.00		Fidelity Bond premiums
	<b>Recruitment, Selection, and Placement</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	55,000.00			Food, Meal expenses
	<b>APCPI review and evaluation</b>	OSDS	NO	Competitive Bidding	Q1	Q1	Q1	Q1	GoP	50,000.00			Food, Meal, Venue expenses
	<b>Payment of fuel and lubricants/diesel oCars</b>	OSDS	NO	Direct Contracting	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	600,000.00	600,000.00		Repair of SDO Cars/Vehicles Expenses
	<b>Payments of repair and maintenance of school division cars</b>	OSDS	NO	Direct Contracting	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	375,000.00	375,000.00		Renewal Registration, Fuel, Repair and Maintenance of DO Vehicles
	<b>Petty Cash</b>	OSDS	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	195,000.00	195,000.00		incidental expenses

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					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Payment for the repair and Maintenance of SDO Buildings and groundsORM/sdo Conference Hall	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	550,000.00	550,000.00		SDO Building Repair and Ground Maintenance/Dorm/SDO Conference Hall
	Conduct Budget-Planning Workshop / Target Setting	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	200,000.00	200,000.00		Food, Meals, Venue expenses
	Payment of Utilities (Electricity bill, Water bill, Intenet connecton bill, Mobile operating expenses,	OSDS	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	2,543,100.00	2,543,100.00		Electricity bill, Water bill, Intenet connecton bill, Mobile operating expenses
	Payment of salary for hired security guards (agency). Hired JO, COA & Division Personnel	OSDS	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	427,992.00	427,992.00		Payment of salary for hired security guards
	Attendance of Official Travels and Trainings (Regional and National)	OSDS	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	851,904.00	851,904.00		Payment for travels
	Ancillary Services (Legal) Conduct of CB for Formal Investigation Committees on Administrative Investigation	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	75,000.00	75,000.00		Food, Meal, Venue expenses
	Performance Management System (RPMS) for SDO Non-Teaching, Target Setting and Performance Review	OSDS	NO	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	200,000.00	200,000.00		Food , Venue, and Training expenses
	Purchase of Office Supplies	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	945,000.00	945,000.00		Office Supplies

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					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Conduct of DMEA/PIR</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	350,000.00	350,000.00		Food, Meal, Venue expenses
	<b>DFACT/RFACT</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	200,000.00	200,000.00		Food, Meal, Venue expenses
	<b>CB for Non-Teaching (Newly Hired)</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	76,000.00	76,000.00		Food, Meal, Venue expenses
	<b>COA Exit, Entrance Conference/Interfacing</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	65,000.00	65,000.00		Food, Meal, Venue expenses
	<b>Division Planning and Target Setting</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	200,000.00	200,000.00		Food, Meal, Venue expenses
	<b>ID Procurement for all SDO Personnel</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	30,000.00	30,000.00		Division ID
	<b>Gender Conflict and Child Protection</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	74,000.00	74,000.00		Food, Meal, Venue expenses
	<b>ICT Equipment Repairs &amp; Maintenance</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	50,000.00	50,000.00		Materials
	<b>PASIDUNGOG 2024</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	74,000.00	74,000.00		Food, Meal, Venue expenses, Plaques, Certificates
	<b>Other Operational Expenses/Petty Cash</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	195,000.00	195,000.00		Othere Various Expenses
	<b>HRMPSB Orientation, Evaluation, Deliberation, &amp; other HRMPSB Activities</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	100,000.00	100,000.00		Food, Meal, Venue expenses
	<b>Communication Mobile</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	105,000.00	105,000.00		Payment for Communication
	<b>IT Equipment &amp; Audio Facilities Upgrading</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	100,000.00	100,000.00		Materials and Equipment
	<b>Charcoal Frames for SDS &amp; ASDS</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	10,000.00	10,000.00		Materials/Labor/Services


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	<b>Conduct of Quality Management System</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	200,000.00	200,000.00		Food, Meal, Venue expenses
	<b>Stakeholders Plaques/Summit</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	30,000.00	30,000.00		Materials
	<b>Covered Walk/Handwashing Facilities</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	100,000.00	100,000.00		Materials/Labor/Services
	<b>CB for Non-Teaching Personnel</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	88,000.00	88,000.00		Food, Meal, Venue expenses
	<b>SDO Repainting &amp; Repairs &amp; Provision of Curtains &amp; other Facilities</b>	OSDS	NO	Competitive Bidding	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	200,000.00	200,000.00		Other Mateerials
	<b>Regional Management Committee Meeting</b>	OSDS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	261,000.00			Food, Venue, Supplies and Materials through Registration

Prepared by:

  
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