

**(Schools Division of Calbayog City) Annual Procurement Plan for FY 2024 (as of March 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
	Procurement for the Provision of Temporary Learning Spaces (TLS), Clean-Up and Minor Repair (CUMR)	OSDS	NO	NP-53.2 Emergency Cases	Q1	Q1	Q1	Q1	GoP	920,000.00			TLS AND CUMR SOURCE OF FUND: RO-8-24-0298
	Procurement for the Provision of Temporary Learning Spaces (TLS), Clean-Up and Minor Repair (CUMR)	OSDS	NO	NP-53.2 Emergency Cases	Q1	Q1	Q1	Q1	GoP	55,416.64			FIRST AID MATERIALS: RO-8-24-0298
	Division Rollout on Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) For English, Science and Math Teachers	OSDS	NO	Competitive Bidding	Q1	Q1	Q1	Q1	GoP	2,372,760.00			Food, Venue, and Accommodation( Source of Fund: 2023 HRD PSF/HRD INSET Continuing Fund for PR NO. 24-03-030)
	DIVISION ROLLOUT ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY WITH ABC Php1,019,160.00 with PR No. 24-03-028	OSDS	NO	Competitive Bidding	Q1	Q1	Q1	Q1	GoP	1,019,160.00			Food, Venue, and Accommodation (2023 HRD-ILT PSF/Continuing Fund for CY 2024 as per RO8-SUB-ARO No. RO-8-23-1123 dated Nov. 9, 2023)

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					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Purchase and installation of 5kw Solar Power System to energized Network Infrastructure and ICT room	OSDS	NO	Competitive Bidding	Q1	Q1	Q2	Q2	GoP	1,466,000.00			Source of Fund: Charged to GAA OSEC-8-23-4785
	DIVISION BATCH MONITORING / EVALUATION / VALIDATION / ASSESSMENT OF SCHOOL READINESS OF DCP PACKAGES AND ICT SKILL ENHANCEMENT TRAINING	OSDS	NO	Competitive Bidding	Q1	Q1	Q2	Q2	GoP	150,000.00			Source of Fund: Charged to GAA OSEC-8-23-3299
	Troubleshoots, replacement of parts, repair of Out of Warranty DCP Packages equivalent to specified budget allotment of Out of Warranty DCP Packages of Packages of Selected Schools	OSDS	NO	Competitive Bidding	Q1	Q1	Q2	Q2	GoP	200,000.00			Source of Fund: Charged to GAA RO-8-23-1011

**NOEL E. SAGAYAP, D.H.C.**  
BAC Secretariat

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