

Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City

Annual Procurement Plan for FY 2018

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. SUPPLIES and MATERIALS												
1040401000	Common Use Supplies Available at Procurement Service Stores	OSDS, CID, SGOD	Negotiated Procurement Agency to Agency	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	700,000.00	700,000.00	22,184.10	Procurement Service Region X
1040401000	Common Use Supplies Available at Procurement Service Stores	Elementary	Negotiated Procurement Agency to Agency	06/01/2018 12/01/2018	06/01/2018 12/01/2018	06/15/2018 12/15/2018	06/15/2018 12/15/2018	GOP	6,000,000.00	6,000,000.00		Procurement Service Region X
1040401000	Common Use Supplies Available at Procurement Service Stores	Junior HS	Negotiated Procurement Agency to Agency	06/01/2018 12/01/2018	06/01/2018 12/01/2018	06/15/2018 12/15/2018	06/15/2018 12/15/2018	GOP	3,000,000.00	3,000,000.00		Procurement Service Region X
1040401000	Common Use Supplies Not Available at Procurement Service Stores	OSDS, CID, SGOD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	500,000.00	500,000.00	47,450 + 19,250 19,140 2,360	Various Outside Suppliers
1040499000	Non-Common Use Supplies Not Available at Procurement Service Stores e.g. Electrical Supplies	OSDS, CID, SGOD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	200,000.00	200,000.00	22,000 (GAP) 20,000 (Bridal) 1,500 (Lamp) 3943 (SG)	Various Outside Suppliers + 27000 leave + 25200
B. FURNITURES AND EQUIPMENTS (SEMI-EXPENDABLES)												
1040502000	Office Equipment	OSDS, CID, SGOD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	200,000.00	200,000.00	6500 (Sett.) 5500 (Laminating)	
1040503000	ICT Equipment	OSDS, CID, SGOD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	200,000.00	200,000.00	7450 5700 840 1750	
10601000	Furnitures and Fixtures	OSDS, CID, SGOD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	500,000.00	500,000.00	8560 (Podium) 17,850 (Desk) 14,196 (Tables) 33,518.60 (Edwin)	+ 48464.70
C. FURNITURES AND EQUIPMENTS (PPE)												
1060502000	Office Equipment	OSDS, CID, SGOD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	200,000.00	200,000.00		28799 (TV SPS) 18995 (Ref SPS)
1060503000	ICT Equipment	OSDS, CID, SGOD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	250,000.00	250,000.00		
1060701000	Furnitures and Fixtures	OSDS, CID, SGOD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	50,000.00	50,000.00		
1060701000	Furnitures and Equipment	Elementary	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	995,000.00	995,000.00		

D. HOTEL AND RESTAURANT ACCOMMODATION

5020201000	Capacity Building of School Heads through Instructional Supervision	SHS School Heads	Negotiated Procurement-Small Value Procurement	01/25/2018	01/29/2018	02/02/2018	02/05/2018	GOP	416,000.00	352,000 416,000.00	ok	Human Resource Development for Personnel in Schools and Learning Centers Fund 64k
5020201000	Division Training of Trainors for Year-End and Mid Year In-Service Training	Select School Heads, Supervisors, HT's	Public Bidding	02/15/2018	02/22/2018	03/22/2018	04/11/2018	GOP	1,416,000.00	1,416,000.00		Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Career Guidance Rollout	Sec-School Heads	Negotiated Procurement-Small Value Procurement	01/17/2018	01/22/2018	01/24/2018	01/26/2018	GOP	384,000.00	355,200 384,000.00	ok	Human Resource Development for Personnel in Schools and Learning Centers Fund 28.8k
5020201000	Philippine Professional Standards for Teachers Rollout	School Heads	Negotiated Procurement-Small Value Procurement	02/12/2018	02/19/2018	02/21/2018	02/23/2018	GOP	162,000.00	127,500 162,000.00	ok	Human Resource Development for Personnel in Schools and Learning Centers Fund 34.5k
5020201000	Journalism Enhancement Training	School Paper Advisers	Negotiated Procurement-Small Value Procurement	01/17/2018	01/22/2018	01/23/2018	01/24/2018	GOP	52,800.00	51,590 52,800.00	ok	Human Resource Development for Personnel in Schools and Learning Centers Fund 1,210
5020201000	School Heads Development Program: Foundation Course Colloquium and Completion Ceremony	School Heads	Negotiated Procurement-Small Value Procurement	01/17/2018	01/22/2018	02/12/2018	02/15/2018	GOP	611,200.00	573,802.20 611,200.00	ok	SARO
5020201000	Research Writing and Journal Review cum Enhancement Training on the Conduct of Educational Research	District Research Coordinators	Negotiated Procurement-Small Value Procurement	03/19/2018	03/23/2018	03/26/2018	03/28/2018	GOP	156,000.00	151,970.00 156,000.00		Human Resource Development for Personnel in Schools and Learning Centers Fund 24,030
5020201000	Capacity Building of School Heads through School Heads Induction Program	Newly Appointed School Heads	Negotiated Procurement-Small Value Procurement	04/10/2018	04/16/2018	04/20/2018	04/23/2018	GOP	58,500.00	58,500.00		Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	ICT Literacy Capacity Building Program	School Heads	Negotiated Procurement-Small Value Procurement	03/19/2018	03/23/2018	03/26/2018	03/28/2018	GOP	390,000.00	388,115.00 390,000.00		Human Resource Development for Personnel in Schools and Learning Centers Fund 1885
5020201000	Division Rollout for School Monitoring Evaluation and Adjustment (Batch 2)	School Heads and ICT Coordinators	Negotiated Procurement-Small Value Procurement	03/19/2018	03/23/2018	03/26/2018	03/28/2018	GOP	390,000.00	390,000.00		Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Revitalization of School Based Management Training Workshop	School Heads	Negotiated Procurement-Small Value Procurement	07/02/2018	07/06/2018	07/09/2018	07/11/2018	GOP	390,000.00	390,000.00		School MOOE
5020201000	Capacity Building for ALS Implementers	ALS Implementers	Negotiated Procurement-Small Value Procurement	02/12/2018	02/19/2018	02/21/2018	02/23/2018	GOP	169,000.00	125,000 169,000.00	ok	Human Resource Development for Personnel in Schools and Learning Centers Fund 40,000
5020201000	Open High School Seminar	OHS Coordinators	Negotiated Procurement-Small Value Procurement	04/16/2018	04/20/2018	04/23/2018	04/25/2018	GOP	100,000.00	100,000.00		Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Teacher Induction Program	Newly Hired Teachers	Negotiated Procurement-Small Value Procurement	06/11/2018 07/16/2018 08/20/2018 09/17/2018	06/15/2018 07/20/2018 08/24/2018 09/21/2018	06/18/2018 07/23/2018 08/27/2018 09/24/2018	06/20/2018 07/25/2018 08/29/2018 09/26/2018	GOP	552,900.00	552,900.00		Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Capacity Building for Coaches of Integrated Competitions/Sports	Coaches, Supervisors	Negotiated Procurement-Small Value Procurement	06/11/2018	06/15/2018	06/18/2018	06/20/2018	GOP	329,000.00	329,000.00		Human Resource Development for Personnel in Schools and Learning Centers Fund

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194,450

5020201000	Training on APP, SOB, WFP, PPMP, and BAC for all School Heads FY 2018	Finance Service Team	Negotiated Procurement-Small Value Procurement	06/11/2018	06/15/2018	06/18/2018	06/20/2018	GOP	398,000.00	398,000.00	Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Division Wellness Camp for Senior Citizen	Teaching and Non teaching Personnel age 60+	Negotiated Procurement-Small Value Procurement	07/02/2018	07/06/2018	07/09/2018	07/11/2018	GOP	156,000.00	156,000.00	Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Management of the Transition Stage of Life: A Seminar for a Joyful and Secured Retirement	Teaching and Non teaching Personnel age 64-65	Negotiated Procurement-Small Value Procurement	06/11/2018	06/15/2018	06/18/2018	06/20/2018	GOP	60,000.00	60,000.00	Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Training and Curriculum Review for Senior High School	SHS Teachers	Negotiated Procurement-Small Value Procurement	02/12/2018	02/19/2018	02/21/2018	02/23/2018	GOP	165,600.00	165,600.00	Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Division Annual Seminar Workshop on Supply and Property Management	Select School Property Custodians	Negotiated Procurement-Small Value Procurement	08/06/2018	08/10/2018	08/13/2018	08/15/2018	GOP	260,000.00	260,000.00	Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Enhancing Work Performance for School Health and Nutrition Personnel	School Health and Nutrition Personnel	Negotiated Procurement-Small Value Procurement	09/17/2018	09/21/2018	09/24/2018	09/26/2018	GOP	65,000.00	65,000.00	Human Resource Development for Personnel in Schools and Learning Centers Fund
5020201000	Training on Revision of Grievance Machinerics	Teachers	Negotiated Procurement-Small Value Procurement	09/03/2018	09/07/2018	09/10/2018	09/12/2018	GOP	256,000.00	256,000.00	Human Resource Development for Personnel in Schools and Learning Centers Fund
E. CATERING SERVICES											
5020201000	Division Activities	OSDS, CID, SGOD	Negotiated Procurement-Small Value Procurement	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	200,000.00	200,000.00	20,000 18,000 33,000 SHS BAC 2/1 Turnover (Covering)
F. MEDICAL SUPPLIES											
5020308000	Procurement of Drugs and Medicines	OSDS, CID, SGOD	Shopping	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	280,000.00	252,472.00 280,000.00	ok
G. REPAIR OF SCHOOL BUILDINGS											
5021304002	Repair of School Buildings 26 Lots	Elementary and Secondary	Public Bidding	02/15/2018	03/6-9/2018	03/22/2018	04/11/2018	GOP	50,750,000.00	50,750,000.00	CY 2018 BEFF
H. REPRODUCTION SERVICES/PRINTING MATERIALS											
502902000	Reproduction of Test Questionnaires 4th Qtr SY 2017-2018	Junior HS and Senior HS	Negotiated Procurement-Small Value Procurement	02/14/2017	02/27/2017	03/01/2017	03/03/2017	GOP	242,638.55	* 279,427.00 242,638.55	NO OVER School MOOE 27,788.85
5029902000	Reproduction of Test Questionnaires 4th Qtr SY 2017-2018	Elementary	Negotiated Procurement-Small Value Procurement	02/14/2017	02/27/2017	03/01/2017	03/03/2017	GOP	519,105.95	* 544,781.00 519,105.95	OVER School MOOE 25,675.05
5029902000	Elementary and Secondary Certificates	Elementary and Secondary	Negotiated Procurement-Small Value Procurement	02/14/2017	02/27/2017	03/01/2017	03/03/2017	GOP	280,000.00	252,472.00 280,000.00	ok School MOOE
5029902000	Other Reproduction Services and Printing for Seminar Hand-outs and Forms	OSDS, CID, SGOD	Negotiated Procurement-Small Value Procurement	02/12/2018	02/19/2018	02/21/2018	02/23/2018	GOP	500,000.00	500,000.00 10,000.00	Jan MOOE/HRTD

I. GENDER AND DEVELOPMENT											
5020201000	Training Materials GAD	Elementary, Junior HS and Senior HS	Direct Contracting	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	496,000.00	496,000.00	GAD is 5% from School MOOE
5020201000	Training Materials GAD	Elementary, Junior HS and Senior HS	Direct Contracting	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	496,000.00	496,000.00	GAD is 5% from School MOOE
J. REPAIR AND MAINTENANCE											
5021306001	Motor Vehicle (IPV/Pickup)	OSDS, CID, SGOD	Negotiated Procurement-Small Value Procurement	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	180,000.00	180,000.00	7500 + 22,486.89 + 17,696.15 41,473.74
5021305002	Air Conditioner, Photocopiers, ICT Equipments and other PPE	OSDS, CID, SGOD	Negotiated Procurement-Small Value Procurement	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	400,000.00	400,000.00	3230
5021304001	Office Building	OSDS, CID, SGOD	Negotiated Procurement-Small Value Procurement	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	380,000.00	380,000.00	
K. PROFESSIONAL SERVICES											
5021203000	Security Services	OSDS, CID, SGOD	Shopping	06/04/2018	06/08/2018	06/11/2018	06/14/2018	GOP	300,000.00	300,000.00	74400 + 41400
5021203000	Security Services	OSDS, CID, SGOD	Shopping	12/03/2018	12/07/2018	12/10/2018	12/12/2018	GOP	420,000.00	420,000.00	214200
5021299000	Job Order	OSDS, CID, SGOD	Direct Contracting	Every Semester	Every Semester	Every Semester	Every Semester	GOP	600,000.00	600,000.00	
L. UTILITIES											
5020401000	Water Services	OSDS, CID, SGOD	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GOP	150,000.00	150,000.00	
5020402000	Electricity Services	OSDS, CID, SGOD	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GOP	950,000.00	950,000.00	
M. OFFICIAL TRAVEL											
5020101000	Transportation, Per Diems and Other Incidental Expenses	OSDS, CID, SGOD		Monthly	Monthly	Monthly	Monthly	GOP	1,500,000.00	1,500,000.00	Cash Advances/ Reimbursement
N. COMMUNICATION											
5020502000	Telephone and Internet Connection	OSDS, CID, SGOD	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GOP	700,000.00	700,000.00	
P. FUEL, OIL AND LUBRICANTS											
5020309000	Fuel, Oil and Lubricants for Motor Vehicles	OSDS, CID, SGOD	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GOP	400,000.00	400,000.00	
FIDELITY BONDS											
5021502000	Fidelity Bond of SDS, ASDS, AO, Supply Officer and Cashier	OSDS, CID, SGOD		Annually	Annually	Annually	Annually	GOP	150,000.00	150,000.00	Bureau of Treasury
R. POSTAGE AND DELIVERIES											
5020501000	Postage and deliveries of Official Documents	OSDS, CID, SGOD		Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	30,000.00	30,000.00	
S. SUBSCRIPTION											
5029907000	Newspaper Subscription (Local and National)	OSDS, CID, SGOD		Monthly	Monthly	Monthly	Monthly	GOP	20,000.00	20,000.00	
T. INSURANCE											
5021503000	Buildings, Properties and its contents and other Insurance	OSDS, CID, SGOD		Annually	Annually	Annually	Annually	GOP	80,000.00	80,000.00	GSIS

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5021503000	Group Insurance- Travel	OSDS, CID, SGOD		Annually	Annually	Annually	Annually	GOP	20,000.00	20,000.00	
U. RESTAURANT ACCOMMODATION											
5020201000	Division MANCOM	OSDS, CID, SGOD	Negotiated Procurement- Small Value Procurement	Every Semester	Every Semester	Every Semester	Every Semester	GOP	495,000.00	495,000.00	
V. OTHERS											
5029901000	ADVERTISING		Direct Contracting	02/02/2018	02/06/2018	02/08/2018	02/09/2018	GOP	40,000.00	40,000.00	32,453.00
4020102000	REGISTRATION OF VEHICLE		Direct Contracting	Annually	Annually	Annually	Annually	GOP	15,000.00	15,000.00	2580
5029904000	TRANSPORTATION AND DELIVERY		Direct Contracting	Monthly	Monthly	Monthly	Monthly	GOP	12,000.00	12,000.00	
5029999001	WEBSITE MAINTENANCE		Direct Contracting	Annually	Annually	Annually	Annually	GOP	5,000.00	5,000.00	
5020601001	AWARDS/REWARDS, PRIZES		Shopping	Annually	Annually	Annually	Annually	GOP	40,000.00	40,000.00	
5029902000	RENTAL VENUE-ARAW NG PARANGAL		Shopping	Annually	Annually	Annually	Annually	GOP	150,000.00	150,000.00	

DEFINITION

- 1. PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- 2. PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- 3. PMO/End User** - Unit as proponent of program or project
- 4. Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- 5. Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
- 6. Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- 7. Estimated Budget** - Agency approved estimate of project/program costs


Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

8. Remarks - brief description of program or project

Breakdown into moe and co for tracking purposes; aligned with budget documents
Any remark that will help GPPB track programs and projects


Prepared by:


ELEONOR P. CRUZ
Supply Officer II

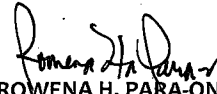
Certified Allotment Available:


MARK LORREN T. TEJANO
Budget Officer II


Certified Allotment Available:


ANGELITA S. RANALAN, CPA
Accountant III

Recommending Approval:


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APPROVED:


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