



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
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DIVISION MEMORANDUM
No. 241 s. 2016

Urgent

To : Education Program Supervisors/PS District Supervisors
Heads, Public Schools offering Senior High Schools/Stand Alone Schools
All Others Concerned
This Division

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent *sf*

Date : June 8, 2016

SUBJECT: SUBMISSION OF ELECTRONIC COPY OF 2016 ANNUAL
PROCUREMENT PLAN (APP) FOR SENIOR HIGH SCHOOLS

In anticipation of the needs for Calendar Year 2016, this office hereby directs all concerned heads of public schools offering Senior High Schools (SHSs) on the preparation and submission (electronic copy through email) of the Calendar Year 2016 Annual Procurement Plan (APP) in accordance with the guidelines set. Further, this plan should be anchored to the DO No. 31, s.2016 *“Implementing Guidelines on the Release and Utilization of Maintenance and Other Operating Expenses (MOOE) Allocations of Senior High Schools.”*

Attached is a Sample of the 2016 Annual Procurement Plan (APP). A soft copy of this plan can be retrieved at the downloadables in this website.

The concerned heads of public schools offering Senior High Schools (SHSs) are directed to submit the same via email to lindo.cayadong@deped.gov.ph on or before June 13, 2016.

For immediate compliance.

ANNUAL PROCUREMENT PLAN 2016			(2) NAME AND ADDRESS OF THE SECTION								(3) Item in Budget								(5) Page _____ of _____ pages										
			Name of School								MOOE								(6) Date Submitted: _____										
											(4) Programmed amount																		
Item No.	(8) COMMODITY (Nomenclature & Description)	Unit	(9) Unit Price	(10) Qty	TOTAL COST	DISTRIBUTION BY MONTH																							
						11		12		13		14		15		16		17		18		19		20		21		22	
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount				
2	SCISSORS, (6")	pair	16.3065																										
3	STAPLER, standard	piece	96.8415																										
4	STAPLER, binder type, heavy duty for	piece	1112.748																										
5	STAPLE REMOVER, plier type	piece	18.5115																										
6	TAPE DISPENSER, table top	piece	50.106																										
7	WASTE BASKET, non-rigid plastic	piece	32.214																										
8	OTHERS																												
9																													
10																													
11																													
12																													
	COMMON JANITORIAL SUPPLIES																												
1	BROOM, soft (tambo)	piece	109.2																										
2	BROOM, stick (tingting)	piece	25.116																										
3	CLEANER, TOILET BOWL AND URINAL,	bottle	43.68																										
4	CLEANSER, scouring powder,	can	19.11																										
5	DETERGENT POWDER, all purpose,	pouch	43.68																										
6	DISINFECTANT SPRAY, 400-550 grams	can	120.12																										
7	DUST PAN, non-rigid plastic	piece	38.094																										
8	FLOOR WAX, Paste, red	can	240.24																										
9	FURNITURE CLEANER, aerosol,	can	88.998																										
10	INSECTICIDE, aerosol type, 600mL/can	can	123.396																										
11	MOPBUCKET	piece	1965.6																										
12	MOPHANDLE, screw type, aluminum	piece	136.5																										
13	MOPHEAD, made of rayon	piece	103.74																										
14	RAG, all cotton, 32 pieces per kilo per	bundle	45.864																										
15	SCOURING PAD, 5 pieces per pack	pack	125.58																										
16	TRASHBAG, plastic, transparent,	roll	146.874																										
17	others																												
18																													
19																													
20																													
	COMMON CLASSROOM SUPPLIES AND MATERIALS																												
1	CARTOLINA, white, 20 pieces per pack	pack	54.60																										
2	ILLUSTRATION BOARD, (30"x40")	piece	36.80																										
3	MANILA PAPER, 10sheets per pack	pack	27.30																										
4	PUSH PIN, flat head type, assorted	case	26.21																										
5	STAPLE WIRE, Heavy duty, 23/17	box	43.55																										
6	TAPE DISPENSER, handheld	piece	30.56																										
7	I.D. Card	piece																											
8	others																												
	Janitorial Services																												
1	Janitors' Honorarium	per day	200.00																										

B. Other items not available at PS but regularly purchased from other sources (Note: Please indicate price of items)

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Item No.	(8) COMMODITY (Nomenclature & Description)	Unit	(9) Unit Price	(10) Qty	TOTAL COST	DISTRIBUTION BY MONTH																							
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						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
				(Total of 11-22)		Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount				
	Security Services																												
1	Security Personnel Honorarium	per day	200.00																										
	Janitorial Services																												
1	Janitors' Honorarium	per day	200.00																										
	Other Categories																												
1	Electricity																												
2	Water																												
3	Computer Unit																												
	TOTAL																												

- 1. The Procurement Program is in accordance with the Procurement Objectives of this Office.
- 2. The total amount covered by this procurement program does not exceed the total appropriated amount for supplies/materials/equipment

SUBMITTED BY:

EDWIN L. GAMOROT
School Head

FUND ALLOCATION:

MARK LORREN T. TEJANO
Budget Officer

FUNDS AVAILABLE:

ANGELITA S. RANALAN, CPA
Accountant III

APPROVED:

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent