



 Republic of the Philippines
Department of Education
 REGION XIII - CARAGA
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Department of Education Schools Division of Surigao City Annual Procurement Plan for FY 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/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Traveling Expenses for Local Travels of Personnel	SDO	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	488,000.00	488,000.00		Payment for travel expenses of personnel
	Procurement of Training Venues, Meals and Materials for Division Trainings	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	148,000.00	148,000.00		Procurement of regular division personnel trainings
	Procurement of Training Venues, Meals, and Materials for the Division In-Set Trainings	CID	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	2,361,000.00	2,361,000.00		Procurement of Venue and food for regular in-service training of teaching personnel
	Procurement of Office Supplies for the Division Office	SDO	NO	Shopping	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	441,000.00	441,000.00		Procurement of regular office supplies
	Procurement of Accountable Forms for the Division Office	OSDS	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	21,000.00	21,000.00		Procurement of accountable forms
	Procurement of Drugs and Medicines for the Division and School Clinics	SGOD	NO	NP-53.9 - Small Value Procurement	01/15/2024	N/A	01/20/2024	01/30/2024	GoP	26,000.00	26,000.00		Procurement of drugs and medicines
	Procurement of Medical, Dental and Laboratory Supplies for the Division Medical and Dental Clinic	SGOD	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	26,000.00	26,000.00		Procurement of medical, dental and laboratory supplies
	Procurement of Fuel, Oil and Lubricants for the Division Service Vehicles	SDO	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	01/20/2024	01/30/2024	GoP	26,000.00	26,000.00		Procurement of POL for the division vehicles
	Procurement of Office Equipment for the Schools Division Office	SDO	NO	Shopping	01/15/2024	N/A	01/20/2024	01/30/2024	GoP	200,000.00	200,000.00		Procurement of other supplies not included in the APP-CSE
	Procurement of Other Supplies and Materials for the Division Office	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	575,000.00	575,000.00		Procurement of other supplies not included in the APP-CSE
	Payment for Water Utilities	SDO	NO	Direct Contracting	N/A	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	159,000.00	159,000.00		Payment for water utilities
	Payment for Electricity Utilities	SDO	NO	Direct Contracting	N/A	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	1,213,000.00	1,213,000.00		Payment for electricity utilities
	Postage and Courier Services for the Division Office	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	16,000.00	16,000.00		Payment for postage and courier services
	Procurement of Load Cards and Payment of Post Paid Plans for the Division Personnel	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	284,000.00	284,000.00		Payment of mobile plans of authorized division personnel


 Republic of the Philippines
Department of Education
 REGION XIII - CARAGA
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Department of Education Schools Division of Surigao City Annual Procurement Plan for FY 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/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Payment for Landline and Telephone Utilities	SDO	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	41,000.00	41,000.00		Payment of landline subscription of the division office
	Payment for Internet Subscription of the Division Office	SDO	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	298,000.00	298,000.00		Payment for landline subscription
	Payment for Cable, Satellite, Telegraph and Radio Utilities of the Division Office	SDO	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	15,000.00	15,000.00		Payment for Other utilities
	Payment for Rewards and Incentives of Division Personnel	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	42,000.00	42,000.00		Payment rewards and incentives of Division Personnel
	Payment for Auditing Services	OSDS	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	156,000.00	156,000.00		Payment for auditing services
	Payment for Security Services	OSDS	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	271,000.00	271,000.00		Payment for security services
	Procurement of Other General Services for the Division Office	OSDS	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	412,000.00	412,000.00		Payment for other general services
	Repair and Maintenance of Buildings of the Division Office	SGOD	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	156,000.00	156,000.00		Repair and Maintenance of Buildings
	Repair and Maintenance for Office Equipment of the Division Office	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	68,000.00	68,000.00		Repair and Maintenance of Office Equipment
	Repair and Maintenance of Motor Vehicles of the Division Office	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	112,000.00	112,000.00		Repair and Maintenance of Motor Vehicles
	Payment for the Fidelity Bond Premiums	OSDS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	81,000.00	81,000.00		Payment for Fidelity Bonds
	Payment for Insurance Premiums	OSDS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	73,000.00	73,000.00		Payment to GSIS for insurance
	Procurement of Survey Services	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	10,000.00	10,000.00		Payment for survey services
	Printing and Publication of Documents of the Division Office	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	20,000.00	20,000.00		Procurement of Printing and Publication Services
	Payment for Representation Allowance of Division Personnel	OSDS	NO	NP-53.11 NGO Participation	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	68,000.00	68,000.00		Payment for representation allowances
	Procurement of Transportation and Delivery Services	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2024	N/A	Jan-Dec 2024	Jan-Dec 2024	GoP	40,000.00	40,000.00		Payment for transportation and delivery services


 Republic of the Philippines
Department of Education
 REGION XIII – CARAGA
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

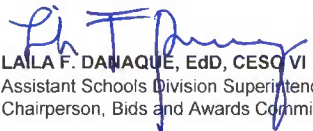
Department of Education Schools Division of Surigao City Annual Procurement Plan for FY 2024

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/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Payment of Rental of Living Quarters	OSDS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	01/15/2024	01/30/2024	GoP	47,000.00	47,000.00		Rental of living quarters of allowed division personnel


Prepared by:


ROBERT SHERWIN S. BETITA
 Administrative Officer II
 Head, Bids and Awards Committee Secretariat

Recommended:


LAILA F. DANAQUE, EdD, CESO VI
 Assistant Schools Division Superintendent
 Chairperson, Bids and Awards Committee

APPROVED:


MARILOU B. DEDUMO, PhD, CESO V
 Schools Division Superintendent
 Head of Procuring Entity