

### Department of Education Schools Division of Surigao City Indicative Annual Procurement Plan for FY 2025

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 - Local	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 2025	Jan-Dec 2025	GoP	488,000.00	488,000.00		Payment for travel expenses of personnel
	Training Expenses	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	148,000.00	148,000.00		Procurement of regular division personnel trainings
	Division In-Set Trainings	CID	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	2,361,000.00	2,361,000.00		Procurement of Venue and food for regular in-service training of teaching personnel
	Office Supplies Expenses	SDO	NO	Shopping	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	441,000.00	441,000.00		Procurement of regular office supplies
	Accountable Forms Expenses	OSDS	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	21,000.00	21,000.00		Procurement of accountable forms
	Drugs and Medicines Expenses	SGOD	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	26,000.00	26,000.00		Procurement of drugs and medicines
	Medical, Dental and Laboratory Supplies Expenses	SGOD	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	26,000.00	26,000.00		Procurement of medical, dental and laboratory supplies
	Fuel, Oil and Lubricants Expenses	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 2025	Jan-Dec 2025	GoP	26,000.00	26,000.00		Procurement of POL for the division vehicles
	Office Equipment	SDO	NO	Shopping	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	200,000.00	200,000.00		Procurement of other supplies not included in the APP-CSE
	Other Supplies and Materials Expenses	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	575,000.00	575,000.00		Procurement of other supplies not included in the APP-CSE
	Water Expenses	SDO	NO	Direct Contracting	N/A	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	159,000.00	159,000.00		Payment for water utilities



### Department of Education Schools Division of Surigao City Indicative Annual Procurement Plan for FY 2025

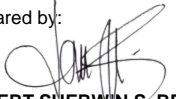
Code (PAP )	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Electricity Expenses	SDO	NO	Direct Contracting	N/A	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	1,213,000.00	1,213,000.00		Payment for electricity utilities
	Postage and Courier Services	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	16,000.00	16,000.00		Payment for postage and courier services
	Mobile	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	284,000.00	284,000.00		Payment of mobile plans of authorized division personnel
	Landline	SDO	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	41,000.00	41,000.00		Payment of landline subscription of the division office
	Internet Subscription Expenses	SDO	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	298,000.00	298,000.00		Payment for landline subscription
	Cable, Satellite, Telegraph and Radio Expenses	SDO	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	15,000.00	15,000.00		Payment for Other utilities
	Rewards and Incentives	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	42,000.00	42,000.00		Payment rewards and incentives of Division Personnel
	Auditing Services	OSDS	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	156,000.00	156,000.00		Payment for auditing services
	Security Services	OSDS	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	271,000.00	271,000.00		Payment for security services
	Other General Services	OSDS	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	412,000.00	412,000.00		Payment for other general services
	RM-Buildings	SGOD	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	156,000.00	156,000.00		Repair and Maintenance of Buildings



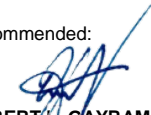
### Department of Education Schools Division of Surigao City Indicative Annual Procurement Plan for FY 2025

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	
	RM-Office Equipment	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	68,000.00	68,000.00		Repair and Maintenance of Office Equipment
	RM-Motor Vehicles	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	112,000.00	112,000.00		Repair and Maintenance of Motor Vehicles
	Fidelity Bond Premiums	OSDS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	81,000.00	81,000.00		Payment for Fidelity Bonds
	Insurance Expenses	OSDS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	73,000.00	73,000.00		Payment to GSIS for insurance
	Survey Expenses	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	10,000.00	10,000.00		Payment for survey services
	Printing and Publication Expenses	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	20,000.00	20,000.00		Procurement of Printing and Publication Services
	Representation Expenses	OSDS	NO	NP-53.11 NGO Participation	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	68,000.00	68,000.00		Payment for representation allowances
	Transportation and Delivery Expenses	SDO	NO	NP-53.9 - Small Value Procurement	Jan-Dec 2025	N/A	Jan-Dec 2025	Jan-Dec 2025	GoP	40,000.00	40,000.00		Payment for transportation and delivery services
	Rent-Living Quarters	OSDS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-Dec 2025	Jan-Dec 2025	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:

  
**GILBERT L. GAYRAMA, PhD, 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

