

DEPARTMENT OF EDUCATION DIVISION OF SURIGAO CITY 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	
	PROCUREMENT OF OFFICE SUPPLIES	SUPPLY	NO	Shopping	01/27/2025	N/A	02/03/2025	02/10/2025	GoP	600,000.00	600,000.00		REGULAR OFFICE SUPPLIES
	PROCUREMENT OF DRUGS AND MEDICINES	MEDICAL AND DENTAL	NO	NP-53.9 - Small Value Procurement	02/05/2025	N/A	02/12/2025	02/19/2025	GoP	27,000.00	27,000.00		MEDICAL SUPPLIES
	PROCUREMENT OF MEDICAL, DENTAL AND LABORATORY SUPPLIES	MEDICAL AND DENTAL	NO	NP-53.9 - Small Value Procurement	02/05/2025	N/A	02/12/2025	02/19/2025	GoP	27,000.00	27,000.00		MEDICAL SUPPLIES
	PROCUREMENT OF FUEL, OIL AND LUBRICANTS EXPENSES	ADMIN	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	02/12/2025	02/19/2025	GoP	120,000.00	120,000.00		FUEL FOR DIVISION VEHICLES
	PROCUREMENT OF OFFICE EQUIPMENT	SUPPLY	NO	Shopping	01/27/2025	N/A	02/03/2025	02/10/2025	GoP	200,000.00	200,000.00		OFFICE EQUIPMENTS
	PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES FOR Q1 AND Q2	SUPPLY	NO	Shopping	01/27/2025	N/A	02/03/2025	02/10/2025	GoP	502,000.00	502,000.00		OTHER REGULAR OFFICE SUPPLIES
	PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES FOR Q3 AND Q4	SUPPLY	NO	Shopping	07/07/2025	N/A	07/14/2025	07/21/2025	GoP	502,000.00	502,000.00		OTHER REGULAR OFFICE SUPPLIES
	PAYMENT OF WATER	ADMIN	NO	Direct Contracting	N/A	N/A	01/15/2025	01/22/2025	GoP	186,000.00	186,000.00		WATER UTILITIES
	PAYMENT OF ELECTRICITY	ADMIN	NO	Direct Contracting	N/A	N/A	01/15/2025	01/22/2025	GoP	1,579,000.00	1,579,000.00		ELECTRICITY EXPENSES
	PAYMENT OF POSTAGE AND COURIER SERVICES	ADMIN	NO	NP-53.9 - Small Value Procurement	01/27/2025	N/A	02/03/2025	02/10/2025	GoP	10,000.00	10,000.00		POSTAGE AND COURIER SERVICES
	PROCUREMENT OF MOBILE LOAD CARDS	SUPPLY	NO	NP-53.9 - Small Value Procurement	01/30/2025	N/A	02/06/2025	02/13/2025	GoP	344,000.00	344,000.00		MOBILE LOAD CARDS FOR EMPLOYEES
	PROCUREMENT OF INTERNET SUBSCRIPTION	ICT	NO	NP-53.6 Scientific, Scholarty, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	01/15/2025	01/22/2025	GoP	289,000.00	289,000.00		RENEWAL OF INTERNET SUBSCRIPTION
	PROCUREMENT OF MATERIALS FOR REWARDS AND INCENTIVES	HRD	NO	NP-53.9 - Small Value Procurement	02/10/2025	N/A	02/17/2025	02/24/2025	GoP	43,000.00	43,000.00		REWARDS AND INCENTIVES EXPENSES
	PAYMENT FOR AUDITING SERVICES	ACCOUNTING	NO	NP-53.5 Agency-to-Agency	N/A	N/A	01/15/2025	01/22/2025	GoP	161,000.00	161,000.00		AUDIT SERVICES
	PAYMENT FOR SECURITY SERVICES	ADMIN	NO	NP-53.9 - Small Value Procurement	01/10/2025	N/A	01/17/2025	01/24/2025	GoP	279,000.00	279,000.00		RENEWAL OF SECURITY SERVICES
	REPAIR AND MAINTENANCE OF BUILDINGS	EFS	NO	NP-53.9 - Small Value Procurement	03/10/2025	N/A	03/17/2025	03/24/2025	GoP	100,000.00	100,000.00		REPAIR AND MAINTENANCE OF BUILDINGS
	REPAIR AND MAINTENANCE OF OFFICE EQUIPMENTS	ADMIN	NO	NP-53.9 - Small Value Procurement	03/10/2025	N/A	03/17/2025	03/24/2025	GoP	100,000.00	100,000.00		REPAIR AND MAINTENANCE OF EQUIPMENTS
	REPAIR AND MAINTENANCE OF SERVICE VEHICLES	ADMIN	NO	NP-53.9 - Small Value Procurement	03/10/2025	N/A	03/17/2025	03/24/2025	GoP	200,000.00	200,000.00		REPAIR AND MAINTENANCE OF SERVICE VEHICLES
	PAYMENT OF FIDELITY BOND PREMIUMS	FINANCE	NO	NP-53.5 Agency-to-Agency	N/A	N/A	01/15/2025	01/22/2025	GoP	93,000.00	93,000.00		FIDELITY BOND PREMIUMS EXPENSES
	PAYMENT OF INSURANCE	SUPPLY	NO	NP-53.5 Agency-to-Agency	N/A	N/A	01/15/2025	01/22/2025	GoP	216,000.00	216,000.00		INSURANCE EXPENSES
	PROCUREMENT OF SURVEYING SERVICES	LEGAL	NO	NP-53.9 - Small Value Procurement	10/13/2025	N/A	10/20/2025	10/27/2025	GoP	10,000.00	10,000.00		SURVEYING SERVICES EXPENSES
	PRINTING AND PUBLICATION SERVICES	SUPPLY	NO	NP-53.9 - Small Value Procurement	03/10/2025	N/A	03/17/2025	03/24/2025	GoP	21,000.00	21,000.00		PRINTING AND PUBLICATION EXPENSES
	PAYMENT FOR REPRESENTATION	OSDS	NO	NP-53.9 - Small Value Procurement	01/15/2025	N/A	01/22/2025	01/29/2025	GoP	50,000.00	50,000.00		REPRESENTATION EXPENSES
	PAYMENT FOR TRANSPORTATION AND DELIVERY	ADMIN	NO	NP-53.9 - Small Value Procurement	03/15/2025	N/A	03/22/2025	03/29/2025	GoP	41,000.00	41,000.00		TRANSPORTATION AND DELIVERY SERVICES
	PROCUREMENT OF VENUE AND MEALS FOR THE CONDUCT OF ORIENTATION ON DTS, DCP, AND MS365 TO SELECTED DEPED PERSONNEL	ICT	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	05/12/2025	05/19/2025	GoP	35,000.00	35,000.00		CONDUCT OF ORIENTATION ON DTS, DCP, AND MS365 TO SELECTED DEPED PERSONNEL

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	PROCUREMENT OF TRAINING SUPPLIES FOR THE CONDUCT OF ORIENTATION ON DTS, DCP, AND MS365 TO SELECTED DEPED PERSONNEL	ICT	NO	Shopping	05/05/2025	N/A	05/12/2025	05/19/2025	GoP	1,000.00	1,000.00		CONDUCT OF ORIENTATION ON DTS, DCP, AND MS365 TO SELECTED DEPED PERSONNEL
	PROCUREMENT OF VENUE AND MEALS FOR THE CONDUCT OF RE-ORIENTATION / WORKSHOP ON ASSET MANAGEMENT	SUPPLY	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	02/10/2025	02/17/2025	GoP	85,000.00	85,000.00		CONDUCT OF RE-ORIENTATION / WORKSHOP ON ASSET MANAGEMENT
	PROCUREMENT OF TRAINING SUPPLIES CONDUCT OF RE-ORIENTATION / WORKSHOP ON ASSET MANAGEMENT	SUPPLY	NO	Shopping	02/03/2025	N/A	02/10/2025	02/17/2025	GoP	1,000.00	1,000.00		CONDUCT OF RE-ORIENTATION / WORKSHOP ON ASSET MANAGEMENT
	TRAVEL EXPENSES TO CONDUCT OCULAR INSPECTIONS TO PRIVATE SCHOOLS APPLYING FOR GOVERNMENT PERMIT TO OPERATE (GPTO) AND GOVERNMENT RECOGNITION (GR)	SMME	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	12/01/2025	12/02/2025	GoP	4,000.00	4,000.00		TRAVEL OF SMME PERSONNEL FOR OCULAR INSPECTIONS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES TO CONDUCT UPDATES AND INFORMATION ON CURRICULUM AND PRIVATE SCHOOLS GOVERNANCE THROUGH A YEARLY PRIVATE SCHOOL CONVERGENCE	SMME	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	05/05/2025	05/06/2025	GoP	61,170.40	61,170.40		CONDUCT UPDATES AND INFORMATION ON CURRICULUM AND PRIVATE SCHOOLS GOVERNANCE THROUGH A YEARLY PRIVATE SCHOOL CONVERGENCE
	PROCUREMENT OF VENUE, MEALS AND TRAINING KITS ON THE CONDUCT CAPACITY BUILDING ON BEMEF PHASE 3 & 4	SMME	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	04/14/2025	04/16/2025	GoP	176,075.00	176,075.00		CONDUCT CAPACITY BUILDING ON BEMEF PHASE 3 & 4
	PROCUREMENT OF VENUE, MEALS AND TRAINING KITS ON SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF SBM & SGC BEST PRACTICES	SMME	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	06/16/2025	06/18/2025	GoP	86,270.00	86,270.00		SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF SBM & SGC BEST PRACTICES
	TRAVELS OF DIVISION PERSONNEL	OSDS	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	02/14/2025	02/17/2025	GoP	212,000.00	212,000.00		TRAVELS OF PERSONNEL
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CID INITIATED TRAININGS	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	35,000.00	35,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN FILIPINO	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	90,000.00	90,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN MATHEMATICS	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	90,000.00	90,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN SCIENCE	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	90,000.00	90,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN ENGLISH	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	90,000.00	90,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN MAPEH	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	90,000.00	90,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN TLE	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	90,000.00	90,000.00		CID TRAININGS



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	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN MOTHER TONGUE AND KINDERGARTEN	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	75,000.00	75,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN MULTIGRADE SCHOOLS	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	75,000.00	75,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING FOR ALS	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	90,000.00	90,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING FOR CSE	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	75,000.00	75,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING FOR ESP	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	90,000.00	90,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN HG	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	75,000.00	75,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN ARAUNG PANUPUNAN	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	90,000.00	90,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF TRAINING IN SENIOR HIGH SCHOOL	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	75,000.00	75,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF LRMS TRAINING	CID	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	75,000.00	75,000.00		CID TRAININGS
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF SGOD TRAININGS	SGOD	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	300,000.00	300,000.00		SGOD TRAININGS
	PROCUREMENT OF SUPPLIES AND MATERIALS FOR PRAISE	SGOD	NO	NP-53.9 - Small Value Procurement	03/24/2025	N/A	03/28/2025	03/31/2025	GoP	86,000.00	86,000.00		PRAISE ACTIVITIES
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF ACCOUNTING UNIT TRAININGS	ACCOUNTING	NO	NP-53.9 - Small Value Procurement	09/15/2025	N/A	09/19/2025	09/22/2025	GoP	95,000.00	95,000.00		ACCOUNTING TRAINING
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF BUDGET TRAININGS	BUDGET	NO	NP-53.9 - Small Value Procurement	09/22/2025	N/A	09/26/2025	09/29/2025	GoP	95,000.00	95,000.00		BUDGET TRAINING
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF PERSONNEL UNIT TRAININGS	PERSONNEL UNIT	NO	NP-53.9 - Small Value Procurement	09/22/2025	N/A	09/26/2025	09/29/2025	GoP	95,000.00	95,000.00		PERSONNEL UNIT TRAINING
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF CASH UNIT TRAININGS	CASH UNIT	NO	NP-53.9 - Small Value Procurement	09/15/2025	N/A	09/19/2025	09/22/2025	GoP	36,000.00	36,000.00		CASH UNIT TRAINING
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF RECORDS UNIT TRAININGS	RECORDS UNIT	NO	NP-53.9 - Small Value Procurement	08/18/2025	N/A	08/22/2025	08/26/2025	GoP	36,000.00	36,000.00		RECORDS UNIT TRAINING
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF 1ST DIVISION MANCOM CONFERENCE	OSDS	NO	NP-53.9 - Small Value Procurement	03/10/2025	N/A	03/14/2025	03/17/2025	GoP	50,000.00	50,000.00		1ST DIVISION MANCOM MEETING
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF 2ND DIVISION MANCOM CONFERENCE	OSDS	NO	NP-53.9 - Small Value Procurement	06/09/2025	N/A	06/13/2025	06/16/2025	GoP	50,000.00	50,000.00		2ND DIVISION MANCOM MEETING




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	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF 3RD DIVISION MANCOM CONFERENCE	OSDS	NO	NP-53.9 - Small Value Procurement	09/08/2025	N/A	09/12/2025	09/15/2025	GoP	50,000.00	50,000.00		3RD DIVISION MANCOM MEETING
	PROCUREMENT OF VENUE, MEALS AND SUPPLIES FOR CONDUCT OF 4TH DIVISION MANCOM CONFERENCE	OSDS	NO	NP-53.9 - Small Value Procurement	12/08/2025	N/A	12/12/2025	12/15/2025	GoP	50,000.00	50,000.00		4TH DIVISION MANCOM MEETING

Prepared by:

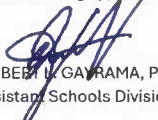

 ROBERT SHERWIN S. BETITA
 Administrative Officer II

Certified Funds Available:


 JANICE E. NAIG
 Budget Officer II


 KRISNA BESS D. EDERA
 Accountant III

Recommending Approval:


 GILBERT U. GAYRAMA, PhD, CESO VI
 Assistant Schools Division Superintendent

APPROVED:


 MARILOU A. DEDUMO, PhD, CESO V
 Schools Division Superintendent

