

Department of Education
Region I
Schools Division office Vigan City


Annual Procurement Plan for FY 2024

COMMISSION ON AUDIT
RECEIVED
DATE 01/17/2024

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	
5020100000	Procurement of Utilities (Water, Electricity, Telephone, and Internet Connectivity)	OSDS	NO	Direct Contracting	N/A	N/A	First week of the following month	First week of the following month	GoP	1,296,000.00	1,296,000.00		Procurement of Utilities (Water, Electricity, Telephone, and Internet Connectivity)
5020100000	Travelling/Attendance to Training Expenses	OSDS	NO						GoP	645,000.00	645,000.00		Travelling/Attendance to Training Expenses
5020100000	Procurement of Common Supplies and Equipment (CSE)	OSDS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	740,000.00	740,000.00		Payment of Common Supplies and Equipment (CSE) and other items charged against Petty Cash
5020100000	Communication Expenses	OSDS	NO	Direct Contracting	N/A	N/A	First week of the following month	First week of the following month	GoP	588,000.00	588,000.00		Communication Expenses
5020100000	Auditing Services	OSDS	NO						GoP	35,000.00	35,000.00		Auditing Services
5020100000	Janitorial and Security Services	OSDS	NO						GoP	320,000.00	320,000.00		Janitorial and Security Services
5020100000	Procurement of Repair Services (e.g. Office Building, equipment, furniture and fixtures, motor vehicles)	OSDS	NO	NP-53.9 - Small Value Procurement	January 2024	N/A	First week of the following month	First week of the following month	GoP	300,000.00	300,000.00		Procurement of Repair Services (e.g. Office Building, equipment, furniture and fixtures, motor vehicles)
5020100000	Payment to Fidelity Bond & Insurance	OSDS	NO						GoP	270,000.00	270,000.00		Payment to Fidelity Bond
5020100000	Procurement of Meals and/or Supplies for the SDO MANCOM Meetings and Conferences	OSDS	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	251,000.00	251,000.00		Procurement of Meals and/or Supplies for the SDO MANCOM Meetings and Conferences
5020100000	Procurement of Meals and Supplies for the CSC Month Celebration	OSDS	NO	NP-53.9 - Small Value Procurement	October 2024	N/A	October 2024	October 2024	GoP	50,000.00	50,000.00		Procurement of Meals and Supplies for the CSC Month Celebration
5020100000	Procurement of Meals and/or Supplies for the Teachers' Month Celebration	SGOD	NO	NP-53.9 - Small Value Procurement	October 2024	N/A	October 2024	October 2024	GoP	160,000.00	160,000.00		Procurement of Meals and/or Supplies for the Teachers' Month Celebration
5020100000	Rent for Living Quarter for the ASDS	OSDS	NO						GoP	42,000.00	42,000.00		Rent for Living Quarter for the ASDS
5020100000	Procurement of Medicines and Hygiene Supplies for Clinic	SGOD	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	80,000.00	80,000.00		Procurement of Medicines and Hygiene Supplies for Clinic
8105001000010000	Training for Implementation of HOTS-PLPs for Grades 7 & 8	SGOD	NO	NP-53.9 - Small Value Procurement	February 2024	February 2024	February 2024	February 2024	GoP	104,000.00	104,000.00		Training for Implementation of HOTS-PLPs for Grades 7 & 8
8105001000010000	Training on and Innovative Teaching Strategies	SGOD	NO	NP-53.9 - Small Value Procurement	March 2024	March 2024	March 2024	March 2024	GoP	100,000.00	100,000.00		Training on and Innovative Teaching Strategies
8105001000010000	Orientation on the Induction Program for Beginning Teachers	SGOD	NO	NP-53.9 - Small Value Procurement	January 2024	January 2024	January 2024	January 2024	GoP	20,000.00	20,000.00		Orientation on the Induction Program for Beginning Teachers
8105001000010000	Final Oral Presentaton of Researches	SGOD	NO	NP-53.9 - Small Value Procurement	February 2024	February 2024	February 2024	February 2024	GoP	20,000.00	20,000.00		Final Oral Presentaton of Researches
8105001000010000	Research Forum	SGOD	NO	NP-53.9 - Small Value Procurement	April 2024	April 2024	April 2024	April 2024	GoP	60,000.00	60,000.00		Research Forum

8105001000010000	Training on Learning Facilitation	SGOD	NO	NP-53.9 - Small Value Procurement	March 2024	March 2024	March 2024	March 2024	GoP	50,000.00	50,000.00		Training on Learning Facilitation
8105001000010000	Workshop on FY 2025 Budget Preparation	SGOD	NO	NP-53.9 - Small Value Procurement	February 2024	February 2024	February 2024	February 2024	GoP	20,000.00	20,000.00		Workshop on FY 2025 Budget Preparation
1040010000020000	MOOE Downloading of School-Elementary	OSDS	NO		Monthly	N/A	Monthly	Monthly	GoP	9,607,000.00	9,607,000.00		MOOE Downloading of School-Elementary
1040010000020000	MOOE Downloading of School-Junior High School	OSDS	NO		Monthly	N/A	Monthly	Monthly	GoP	2,363,000.00	2,363,000.00		MOOE Downloading of School-Junior High School
1040010000020000	MOOE Downloading of School-Senior High School	OSDS	NO		Monthly	N/A	Monthly	Monthly	GoP	619,000.00	619,000.00		MOOE Downloading of School-Senior High School
										17,740,000.00	17,740,000.00		

Prepared by:


RODRIGO Q. REYES, JR.
 Chief Education Supervisor-SGOD
 Head, BAC Secretariat

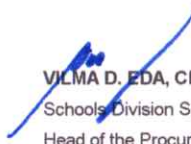
Certified Funds Available/Certified Appropriate Funds Available:


CHRISTOPHER MICHAEL T. GASMEN
 Accountant III

Recommending Approval:


MARIE CHRISTINE L. NATIVIDAD
 Chief Education Supervisor-CID
 BAC Chairperson

Approved:


VILMA D. EDA, CESO V
 Schools Division Superintendent
 Head of the Procuring Entity



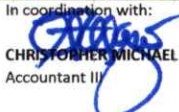
Monthly Disbursement Program based on FY 2024 National Expenditure Program (NEP)

DepEd, SDO Vigan City

Object of expenditures	JAN	FEB	MARCH	Q1	APRIL	MAY	JUNE	Q2	JULY	AUG	SEPT	Q3	OCT	NOV	DEC	Q4	TOTAL
Travel/Training Local for SDO employees	10000	10000	10000	30000	30000	45000	10000	85000	50000	70000	60000	180000	160000	100000	90000	350000	645000
SUPPLIES (Petty cash/Office/Janitorial /Other Supplies)	20000	60000	90000	170000	40000	40000	90000	170000	60000	40000	90000	190000	80000	90000	40000	210000	740000
UTILITIES (Electricity, water)	108000	108000	108000	324000	108000	108000	108000	324000	108000	108000	108000	324000	108000	108000	108000	324000	1296000
COMMUNICATION (Internet, Landline, Mobile)	49000	49000	49000	147000	49000	49000	49000	147000	49000	49000	49000	147000	49000	49000	49000	147000	588000
AUDITING	0	3000	3000	6000	3000	3000	3000	9000	3000	3000	4000	10000	4000	3000	3000	10000	35000
Janitor/Security expenses	26000	26000	26000	78000	26000	26000	26000	78000	26000	26000	26000	78000	26000	26000	34000	86000	320000
REPAIRS (Locker at pantry, Repainting of building/Off.Eq/F&F/Motor)	2000	2000	5000	9000	22000	10000	55000	87000	40000	10000	50000	100000	100000	2000	2000	104000	300000
FIDELITY/Insurance	0	22000		22000	0	0	44000	44000	0	170000	34000	204000	0		0	0	270000
SDO MANCOM/MEETINGS/CONFERENCE	5000	10000	10000	25000	5000	10000	10000	25000	6000	20000	20000	46000	70000	20000	65000	155000	251000
CSC Month Celebration											0	0	50000			50000	50000
Teacher's Month Celebration													160000			160000	160000
Rent for Living Quarter for ASDS	3500	3500	3500	10500	3500	3500	3500	10500	3500	3500	3500	10500	3500	3500	3500	10500	42000
Medicines/Triage (SGOD)			20000	20000			20000	20000			20000	20000	0	20000	0	20000	80000
TOTAL GASS MOOE	223500	293500	324500	841500	286500	294500	418500	999500	345500	499500	464500	1309500	810500	421500	394500	1626500	4777000
INSET (c/o SGOD)	20000	144000	150000	314000	60000	0	0	60000	0	0	0	0	0	0	0	0	374000
TOTAL 2024 (GASS&INSET)	243500	437500	474500	1155500	346500	294500	418500	1059500	345500	499500	464500	1309500	810500	421500	394500	1626500	5151000
ELEM-MOOE	736,119.00	1,172,239.00	934,711.00	2,843,069.00	890,898.00	881,801.00	917,501.00	2,690,200.00	710,170.00	741,459.00	746,186.00	2,197,815.00	742,411.00	672,886.00	460,619.00	1,875,916.00	9,607,000.00
ELEM-CO				0		0	0	0				0				0	0
SEC-MOOE JHS	156,950.00	175,700.00	167,700.00	500,350.00	181,950.00	224,700.00	185,950.00	592,600.00	233,450.00	278,150.00	163,450.00	675,050.00	233,700.00	191,450.00	169,850.00	595,000.00	2,363,000.00
SEC-MOOE SHS	69380	60480	39980	169840	42480	40050	65950	148480	67730	49130	37880	154740	57980	54480	33480	145940	619000
TOTAL NEP FIELD	962,449.00	1,408,419.00	1,142,391.00	3,513,259.00	1,115,328.00	1,146,551.00	1,169,401.00	3,431,280.00	1,011,350.00	1,068,739.00	947,516.00	3,027,605.00	1,034,091.00	918,816.00	663,949.00	2,616,856.00	12,589,000.00
GRAND TOTAL NEP 2024	1,205,949.00	1,845,919.00	1,616,891.00	4,668,759.00	1,461,828.00	1,441,051.00	1,587,901.00	4,490,780.00	1,356,850.00	1,568,239.00	1,412,016.00	4,337,105.00	1,844,591.00	1,340,316.00	1,058,449.00	4,243,356.00	17,740,000.00

Prepared working paper for FY 2024 Budget (SDO proper)


MARY JOY P. SUERO
 Budget Officer III

In coordination with:

CHRISTOPHER MICHAEL T. GASMEN
 Accountant III