

Department of Education
Region I
Schools Division Office
Vigan City
Annual Procurement Plan
for FY 2025

COMMISSION ON AUDIT
RECOMMENDATION
DATE 01/16/25

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 Expenses	OSDS	NO						GoP	622,000.00	622,000.00		Travelling Expenses
5020100000	Procurement of Supplies (Petty Cash, Office Supplies, Janitorial/Other Supplies)	OSDS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	710,000.00	710,000.00		Procurement of Supplies (Petty Cash, Office Supplies, Janitorial/Other Supplies)
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	Janitor and Security Services	OSDS	NO						GoP	482,280.00	482,280.00		Janitor 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 2025	N/A	First week of the following month	First week of the following month	GoP	286,720.00	286,720.00		Procurement of Repair Services (e.g. Office Building, equipment, furniture and fixtures, motor vehicles)
5020100000	Payment to Fidelity Bond	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	275,000.00	275,000.00		Procurement of Meals and/or Supplies for the SDO MANCOM Meetings and Conferences
5020100000	Procurement of Meals and/or Supplies for the Budget/BEDs Preparation	OSDS	NO	NP-53.9 - Small Value Procurement	February 2025	N/A	February 2025	February 2024	GoP	25,000.00	25,000.00		Procurement of Meals and/or Supplies for the Budget/BEDs Preparation
5020100000	Procurement of Meals and/or Supplies for the CSC Month Celebration	OSDS	NO	NP-53.9 - Small Value Procurement	October 2025	N/A	October 2025	October 2024	GoP	50,000.00	50,000.00		Procurement of Meals and/or 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 2025	N/A	October 2025	October 2024	GoP	200,000.00	200,000.00		Procurement of Meals and/or Supplies for the Teachers' Month Celebration
5020100000	Procurement of Medicines and Hygiene Supplies for TriBoe	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 TriBoe
310500100001000	INSET	SGOD	NO	NP-53.9 - Small Value Procurement	February 2025	February 2025	February 2025	February 2025	GoP	508,000.00	508,000.00		INSET
31040010000020000	MOOE Downloading of School-Elementary	OSDS	NO		Monthly	N/A	Monthly	Quarterly	GoP	12,767,000.00	12,767,000.00		MOOE Downloading of School-Elementary
31040010000020000	MOOE Downloading of School-Junior High School	OSDS	NO		Monthly	N/A	Monthly	Quarterly	GoP	2,462,000.00	2,462,000.00		MOOE Downloading of School-Junior High School
31040010000020000	MOOE Downloading of School-Senior High School	OSDS	NO		Monthly	N/A	Monthly	Quarterly	GoP	672,000.00	672,000.00		MOOE Downloading of School-Senior High School
										21,330,000.00	21,330,000.00		

Prepared by:

Certified Funds Available/Certified Appropriate Funds Available:

Recommending Approval:

Approved:

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