


Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OFFICE OF KABANAKALAN CITY

Annual Procurement Plan (APP) for FY 2023 (Non-CSE)


Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks	
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO	Others		TOTAL
PPA 106	Procurement of Security Services	AO V - Admin	No	Small ValueProcurement	2nd week of March 2023	3rd week of March 2023	3rd week of March 2023	4th week of March 2023	GoP/ GAA	594,000.00			594,000.00	Ensure the safety and security of SDO personnel and properties
PPA 106	Procurement of Drinking Water	AO V - Admin	No	Small ValueProcurement	2nd week of March 2023	3rd week of March 2023	3rd week of March 2023	4th week of March 2023	GoP/ GAA	22,500.00			22,500.00	Provide SDO personnel and clients with potable water; charged to Other Supplies Expenses
PPA 106	Procurement of cleaning supplies and materials	AO V - Admin	No	Small ValueProcurement	2nd week of March 2023	3rd week of March 2023	3rd week of March 2023	4th week of March 2023	GoP/ GAA	70,000.00			70,000.00	ensure cleanliness and sanitation of different offices; charged to Other Supplies Expenses
PPA 106	Procurement of Fuel, Oil and Lubricants	AO V - Admin	No	Direct Retail Purchase					GoP / GAA	420,000.00			420,000.00	Ensure full functionality of official vehicles; charged to Fuel, Oil and Lubricant Expenses
PPA 106	Procurement of services for the preventive maintenance of airconditioning units	AO V - Admin	No	Small ValueProcurement	1st week of May / November 2023	2nd week of May / November 2023	3rd week of May / November 2023	4th week of May / November 2023	GoP/ GAA	33,250.00			33,250.00	Ensure the full functionality of airconditioning units of SDO Offices; charged to
PPA 106	Procurement of services for the repair and maintenance of ICT Equipment	AA VI - Supply	No	Small ValueProcurement	2nd week of March 2023	3rd week of March 2023	3rd week of March 2023	4th week of March 2023	GoP / GAA	6,750.00			6,750.00	Ensure the full functionality of ICT Equipment; charged to RM of Office Equipment
PPA 106	Procurement of labor and materials for the construction of septic tank, replacement of water closet and installation of tiles in the old division office	Division Engineer	No	Small ValueProcurement	2nd week of February 2023	3rd week of February 2023	3rd week of February 2023	4th week of February 2023	GoP / GAA	50,000.00			50,000.00	charged to RM of Other Structures
PPA 106	Procurement of office supplies and other consumables	AA VI - Supply	No	Agency to Agency					GoP / GAA	100,000.00			100,000.00	Ensure continuous operation of SDO; charged to Office Supplies
PPA 106	Procurement of MDS Checks and Official Receipts	Cashier	No	Agency to Agency					GoP / GAA	4,000.00			4,000.00	Ensure the availability of accountable forms for the settlement of financial obligations; charged to Accountable Forms Expenses


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					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award		Contract Signing	MOOE	CO		Other s
PPA 106	Procurement of semi- expandable office and ICT equipment	AA VI - Supply	No	Small ValueProcurement	1st week of April 2023	2nd week of April 2023	3rd week of April 2023	4th week of April 2023	GoP/ GAA	40,000.00		40,000.00	Ensure continuous operation of SDO; charged to Office
PPA 106	Procurement of window blinds for the CID office	CID Chief	No	Small ValueProcurement	2nd week of March 2023	3rd week of March 2023	3rd week of March 2023	4th week of March 2023	GoP/ GAA	40,000.00		40,000.00	Ensure the estimated value of CID office; charged to Semi Expendable Office
PPA 106	Procurement of labor and materials for the repair and maintenance motor vehicles	AO V - Admin	No	Small ValueProcurement					GoP/ GAA	112,000.00		112,000.00	Ensure full functionality of motor vehicles; charged to RM Motor Vehicles
PPA 106	Procurement of insurance for the motor vehicles	AO V - Admin	No	Agency to Agency					GoP/ GAA	45,000.00		45,000.00	Insure motor vehicles; charge to Insurance Expense
PPA 106	Procurement of Fidelity Bond for Bondable SDO officials	Cashier	No	Agency to Agency					GoP/ GAA	138,750.00		138,750.00	Comply with the Bonding Law; charged to Fidelity Bond Premiums
PPA 106	Procurement of Printing and Publication services for 3 x 6 tarpaulin for the information, dissemination and advocacy of different PPAs	AA VI - Supply	No	Small ValueProcurement	2nd week of March 2023	3rd week of March 2023	3rd week of March 2023	4th week of March 2023	GoP / GAA	11,880.00		11,880.00	Promote awareness on the PPAs of DepEd, Charged to Printing and Publication Expenses
PPA 206	Procurement of over-the-counter medicines for SDO personnel	Dr. Bendo	No	Small ValueProcurement	1st week of April 2023	2nd week of April 2023	3rd week of April 2023	4th week of April 2023	GoP / GAA	5,000.00		5,000.00	Ensure health and well-being of SDO personnel; charged to Drugs and Medicines Expenses
PPA 370	Procurement of Food for the Conduct of Division Convergence of Education Leaders (DCEL)	SGOD - HRD	No	Small ValueProcurement	4th week of March	1st week of April	2nd week of April	2nd week of April	GoP/ GAA	90,000.00		90,000.00	Ensure Health and Well-Being of participants during the conduct of DCEL
	TOTAL									1,783,130.00		1,783,130.00	

Prepared by: Noted: Recommending Approval Approved


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