

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

**Annual Procurement Plan for FY 2022**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is This an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds						TOTAL	Remarks (brief description of Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO	HRTD	BEEF	Downloaded Program Funds		
5020 30 1002	Purchase of Office Supplies and other consumables	OSDS	No	Small Value Procurement	1st week of every quarter	2nd week of every quarter	2nd week of every quarter	2nd week of every quarter	GoP/ GAA	1,093,000.00					1,093,000.00	Procurement of Common Office Supplies and materials and other consumables
5020 30 9000	Purchase of Fuel, Oli and Lubricants for Division Vehicles	OSDS/ Physical Facilites/ DRRM	No	Small Value Procurement					GoP/ GAA	328,000.00					328,000.00	Procurement of Fuels, Oil and other Lubricants for maintenance and usage of Division Vehicle
5020-40-1000	Payment for Water Expenses	OSDS	Yes	Dirent Contracting	N/A	N/A	December, 2021	December, 2021	GoP/ GAA	350,000.00					350,000.00	Payments for water consumption oin the Division Office
5020-10-1000	Local Travel Expenses	OSDS	No	Shopping	N/A	N/A	N/A	N/A	GoP/ GAA	1,603,000.00					1,603,000.00	Travel Expenses of Participants to various trainings
5020-20-1002	Training Expenses	OSDS	No	Shopping	N/A	N/A	N/A	N/A	GoP/ GAA	79,000.00					79,000.00	Registration of Participants to various trainings
5020-39-9000	Purchase of Other Supplies and Materials	Division Office Personnel	No	Shopping	N/A	N/A	N/A	N/A	GoP/ GAA	194,000.00					194,000.00	Purchase of other office materials and supplies
5020-40-2000	Electricity Expenses	OSDS	Yes	Direct Contracting	N/A	N/A	December, 2021	December, 2021	GoP/ GAA	640,000.00					640,000.00	Payment of Electric Supply
5020-50-2002	Telephone and Other Communication Expenses	OSDS	Yes	Shopping	N/A	N/A	December, 2021	December, 2021	GoP/ GAA	79,000.00					79,000.00	Payment for telephone and other communication expenses
5052-50-3000	Internet Subscription Expenses	OSDS	Yes	Shopping	N/A	N/A	December, 2021	December, 2021	GoP/ GAA	257,000.00					257,000.00	Payment of internet connectivity/ access
5029-90-4000	Payment for Trasportation and Delivery Expenses	OSDS	No	Shopping	N/A	N/A	N/A	N/A	GoP / GAA	35,000.00					35,000.00	Transportation expenses of division personnel and other mailing and shipping expenses
5020-50-4000	Cable Television Expenses	OSDS	Yes	Direct Contracting	N/A	N/A	December, 2021	December, 2021	GoP/ GAA	10,000.00					10,000.00	Payment for television/ cable expenses

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					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO	HRTD	BEEF	Downloaded Program Funds		TOTAL
5021-30-4002	Repair and Maintenance of Office and Buildings	OSDS	No	NP=SVP					Gop/ GAA	832,000.00					832,000.00	Minor Repair and maintenance of buildings and division offices
5021-30-6001	Repair and Maintenance and Motor Vehiclas	OSDS	No	Shopping	N/A	N/A	N/A	N/A	GoP / GAA	108,000.00					108,000.00	Repair and maintenance of vehicles and other means of transportation
5021-20-3000	Purchase of Security Services	OSDS	Yes	NP-SVP	Nov. 8, 2021	Nov. 15, 202	Nov. 17, 2021	Nov. 19, 2021	GoP / GAA	373,000.00					373,000.00	Payment for the security services in the division office
310500-10000-1000	Conduct of Quarterly Division Monitoring, Evaluation and Adjustment (DMEA)	SGOD	No	Shopping	N/A	N/A	N/A	N/A	GoP / GAA			12,000.00			12,000.00	Quarterly Evaluation of PAP implemented in the division
310500-10000-1000	Conduct of Virtual TA on Various Social Media Platforms Amidst New Normal	SGOD	No	Shopping	N/A	N/A	N/A	N/A	GoP/ GAA			#####			100,000.00	Teleconferencing related to different PAPs in the division
310500-10000-1000	Conduct of Monthly Management Committee (ManCom) Meeting	OSDS	No	Shopping	N/A	N/A	N/A	N/A	GoP/ GAA			#####			540,000.00	Monthly conduct of conferences to SHs and division persnnnel
310500-10000-1000	Health and Wellness Initiatives (Mental and Spiritual)	ASDS	No	Shopping	N/A	N/A	N/A	N/A	GoP/ GAA			#####			150,000.00	Weekly conduct of Spirituality in the Workplace
														<b>TOTAL</b>	<b>6,783,000.00</b>	


Prepared by:

Noted:

Approved:

  
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