

Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE

**ANNUAL PROCUREMENT PLAN (ADJUSTED/ REVISED)
FISCAL YEAR 2021**

Code (PAP)	Procurement/Program/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)		
					Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO
OSDS	Procurement of Common-Use Supplies (Consolidated - Operations and Trainings) DBM-PS											
	First (1st) Quarter	Var. Office	No	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	526,052.50	526,052.50	
	Second (2nd) Quarter	Var. Office	No	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	526,052.50	526,052.50	
	Third (3rd) Quarter	Var. Office	No	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	526,052.50	526,052.50	
	Fourth (4th) Quarter	Var. Office	No	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	526,052.50	526,052.50	
OSDS	Procurement of Common-Use Supplies (Consolidated - Operations and Trainings) Not available in DBM-PS											
	First (1st) Quarter	Var. Office	No	Shopping	n/a	n/a	n/a	n/a	GoP	32,700.00	32,700.00	
	Second (2nd) Quarter	Var. Office	No	Shopping	n/a	n/a	n/a	n/a	GoP	28,200.00	28,200.00	
	Third (3rd) Quarter	Var. Office	No	Shopping	n/a	n/a	n/a	n/a	GoP	28,200.00	28,200.00	
	Fourth (4th) Quarter	Var. Office	No	Shopping	n/a	n/a	n/a	n/a	GoP	28,400.00	28,400.00	
OSDS	Procurement of Medical, Dental and Laboratory Supplies Expenses											
	Medical Supplies/ dental	Var. Office	No	Shopping	n/a	n/a	n/a	n/a	GoP	60,000.00	60,000.00	
OSDS	Repair and Maintenance of Office and Other Equipment, Vehicles and Bldgs.											
	Building	Var. Office	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	500,000.00	500,000.00	
	Office Equipment	Var. Office	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	155,000.00	155,000.00	

	Information, Communication and Technology (ICT)	Var. Office	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	310,000.00	310,000.00	
	Motor Vehicles	Var. Office	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	140,000.00	140,000.00	
OSDS	Internet, Mobile and Landline Subscription											
50205030	Mobile	Var. Office	No	Direct Contracting	n/a	n/a	n/a	n/a	GoP	336,000.00	336,000.00	
50205020	Internet	Var. Office	No	Direct Contracting	n/a	n/a	n/a	n/a	GoP	366,000.00	366,000.00	
OSDS	Water and Electricity											
50204010	Water Expenses	Var. Office	No	Direct Contracting	n/a	n/a	n/a	n/a	GoP	144,000.00	144,000.00	
50204020	Electricity Expenses	Var. Office	No	Direct Contracting	n/a	n/a	n/a	n/a	GoP	1,200,000.00	1,200,000.00	
OSDS	Insurance											
	Property Insurance Premium	Admin	No	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	136,000.00	136,000.00	
50215020	Fidelity Bond Premiums	SDS	No	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	52,000.00	52,000.00	
OSDS	Others (Postage, Forms Taxes, etc)									478,200.00	478,200.00	
OSDS	Rentals											
	Motor Vehicles	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	24,000.00	24,000.00	
	Quarters	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	42,000.00	42,000.00	
OSDS	Gasoline	EF	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	100,000.00	100,000.00	
OSDS	Subscription (Newspaper)	SDO	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	18,000.00	18,000.00	
OSDS	Representation	SDO	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	48,000.00	48,000.00	
OSDS	Meeting of ExeCom											
	Supply and Delivery of Packed Meals	SDO	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	36,000.00	36,000.00	
OSDS	MANCOM with Schoolheads (Quarterly)											
	Purchase of Acrylic Stand	SDO	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	16,300.00	16,300.00	
	Purchase of Folding Tables	SDO	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	5,000.00	5,000.00	
	Supply and Delivery of Packed Meals	SDO	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	56,700.00	56,700.00	
OSDS	BAC Meeting/ Bidding											
	Supply and Delivery of Packed Meals	SDO	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	36,000.00	36,000.00	

OSDS	<i>ISO 9001:2015 Two Day Surveillance Audit</i>											
50202010	Supply and Delivery of Packed Meals	Admin	No	NP-53.9 - Small Value Procurement	n/a	n/a	9-21	9-22	GoP	9,800.00	9,800.00	
50202010	Professional Fee	Admin	No	NP-53.7 Highly Technical Consultants	n/a	n/a	9-21	9-22	GoP	60,000.00	60,000.00	
OSDS	<i>Synchronization of DepEd Guidelines with COA Rules and Regulations on Management of Cash Advances for School MOOE and Other Funds</i>											
50202010	Supply and Delivery of Packed Meals	Finance	No	NP-53.9 - Small Value Procurement	n/a	n/a	2-01	2-02	GoP	26,100.00	26,100.00	
50202010	Snacks	Finance	No	NP-53.9 - Small Value Procurement	n/a	n/a	2-10	2-11	GoP	2,000.00	2,000.00	
OSDS	<i>COA Exit Conference for FY 2020</i>											
50202010	Supply and Delivery of Packed Meals	Finance	No	NP-53.9 - Small Value Procurement	n/a	n/a	2-08	2-09	GoP	13,950.00	13,950.00	
50202010	Lease of Venue	Finance	No	NP-53.10 Lease of Real Property and Venue	n/a	n/a	2-08	2-09	GoP	4,500.00	4,500.00	
OSDS	<i>Meeting on Downloading and Liquidation of MOOE and Other Funds for School Consumption</i>											
50202010	Supply and Delivery of Packed Meals	Finance	No	NP-53.9 - Small Value Procurement	n/a	n/a	8-09	8-10	GoP	23,600.00	23,600.00	
50202010	Health Kits	Finance	No	NP-53.9 - Small Value Procurement	n/a	n/a	8-09	8-10	GoP	7,080.00	7,080.00	
50202010	Lease of Venue	Finance	No	NP-53.10 Lease of Real Property and Venue	n/a	n/a	8-09	8-10	GoP	4,500.00	4,500.00	
OSDS	<i>Revisiting FMOM/ GAN for IUs and soon to be IUs</i>									51,500.00	51,500.00	
50202010	Supply and Delivery of Packed Meals	Finance	No	NP-53.9 - Small Value Procurement	n/a	n/a	8-09	8-10	GoP			
50202010	Health Kits	Finance	No	NP-53.9 - Small Value Procurement	n/a	n/a	8-09	8-10	GoP			

50202010	Supply and Delivery of Packed Meals	Finance	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	16,800.00	16,800.00	
OSDS	<i>Interaction with Gurong San Joseno</i>											
50202010	Meals and Supplies	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	45,000.00	45,000.00	
OSDS	<i>Interaction with Non-Teaching Personnel</i>											
50202010	Meals and Supplies	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	11,250.00	11,250.00	
OSDS	<i>Interaction with LGU</i>											
50202010	Meals and Supplies	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	4,875.00	4,875.00	
OSDS	<i>Interaction with Kabataang Barangay</i>											
50202010	Meals and Supplies	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	4,875.00	4,875.00	
OSDS	<i>CSC Training on PRIME - HRM</i>											
50202010	Package Training	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	30,000.00	30,000.00	
OSDS	<i>Executive Training on Research for Managerial Level</i>											
50202010	Registration	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	150,000.00	150,000.00	
OSDS	<i>Managerial Training (HURIS)</i>											
50202010	Registration	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	82,800.00	82,800.00	
OSDS	<i>CES Congress</i>											
50202010	Registration	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	36,000.00	36,000.00	
OSDS	<i>Annual NUCESO</i>											
50202010	Registration	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	6,000.00	6,000.00	
OSDS	<i>PhilGEPS Training</i>											
50202010	Registration	SDS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	32,000.00	32,000.00	
OSDS	<i>DepEd SJDMC 19th Founding Anniversary</i>											
50202010	Supply and Delivery of Packed Meals	AOV	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	16,100.00	16,100.00	

50202010	Tarpaulin	AOV	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	2,000.00	2,000.00	
50202010	Plaques	AOV	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	10,000.00	10,000.00	
50202010	Supplies and Materials	AOV	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	3,500.00	3,500.00	
OSDS	<i>Online Training on RA 9184 2016 Revised IRR</i>											
50202010	Honorarium	AOV	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	71,500.00	71,500.00	
OSDS	<i>PBB Orientation and Other Concerns</i>	AOV	No									
OSDS	PRAISE Committee Activities											
	Outstanding Employee (Monthly)	SDO	No		n/a	n/a	n/a	n/a	GoP	12,000.00	12,000.00	
	Outstanding Employee of the Year	SDO	No		n/a	n/a	n/a	n/a	GoP	15,000.00	15,000.00	
	Retirees Appreciation Program	SDO	No		n/a	n/a	n/a	n/a	GoP	60,000.00	60,000.00	
	Huwarang Pamilya	SDO	No		n/a	n/a	n/a	n/a	GoP	30,000.00	30,000.00	
OSDS	<i>Senior Citizen and PWD</i>	AOV	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	117,020.00	117,020.00	
OSDS	<i>Gender and Development (GAD)</i>	AOV	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	585,100.00	585,100.00	
OSDS	<i>Laws and Rules in Government Expenditures</i>	AOV	No									
OSDS	Full Board and Lodging	Legal	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	400,000.00	400,000.00	
OSDS	<i>Seminar on DepEd Order No. 8, s. 2007 (Revised Implementing Guidelines On The Operation And Management Of School Canteens In Public Elementary And Secondary Schools) For School Heads</i>	Legal	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	20,000.00	20,000.00	
OSDS	<i>Seminar on the Revised Rules of Procedure of the Department of Education in Administrative Cases</i>	Legal	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	20,000.00	20,000.00	
OSDS	<i>School ICT Coordinators Quarterly Consultative Meeting</i>	ICT	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	26,880.00	26,880.00	

OSDS	<i>Division ICT Training-Workshop: Skills for the Fourth Industrial REvolution</i>											
	Full Board and Lodging	ICT	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	504,000.00	504,000.00	
SGOD	<i>Capacity Building of Teacher - Coach for Non-Contact Sports</i>											
50202010	Materials	SGOD - EPS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	4,000.00	4,000.00	
SGOD	<i>Planning Meeting on Sports Development Program for Schoolheads</i>											
50202010	Meals and snacks	SGOD - EPS	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	36,000.00	36,000.00	
	<i>Sports Appreciation Program</i>	SGOD - EPS								27,000.00	27,000.00	
SGOD	<i>2021 School-Based Management (SBM) Congress</i>	SEPS-SMME		NP-53.9 - Small Value Procurement								
50202010	Meals and snacks		No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	56,000.00	56,000.00	
50202010	Tarpaulin		No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	1,000.00	1,000.00	
50202010	Materials		No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	1,000.00	1,000.00	
50202010	<i>Teacher Induction Program</i>	SEPS-HRD	No	Shopping	n/a	n/a	n/a	n/a	GoP	70,000.00	70,000.00	
SGOD	<i>Reproduction of Best Practices</i>	SEPS-SMME	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	75,000.00	75,000.00	
SGOD	<i>Welfare Advocacy Program for Personnel</i>	SEPS-HRD	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	25,000.00	25,000.00	
SGOD	<i>PRIOR/ HEARTy</i>											
50202010	Supplies and Materials	SEPS-HRD	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	225,000.00	225,000.00	
50202010	Honorarium	SEPS-HRD	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	75,000.00	75,000.00	
SGOD	<i>Procurement of KOKI Mascot</i>	SEPS-HRD	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	70,000.00	70,000.00	
SGOD	<i>Compilation of Infographic Materials</i>	SGOD-SHN	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	50,000.00	50,000.00	
SGOD	<i>Compilation of Research Compendium</i>	SGOD-SEPS-P and	No	Shopping	n/a	n/a	n/a	n/a	GoP	150,000.00	150,000.00	

SGOD	Reproduction of SDO Annual Reports	SGOD-SEPS-P and	No	Shopping	n/a	n/a	n/a	n/a	GoP	35,000.00	35,000.00	
SGOD	CLEAN AIR ACT IEC		No	Shopping	n/a	n/a	n/a	n/a	GoP	4,400.00	4,400.00	
SGOD	OK sa DepED program implementation		No	Shopping	n/a	n/a	n/a	n/a	GoP	60,000.00	60,000.00	
SGOD	Program Implementation Review		No	Shopping	n/a	n/a	n/a	n/a	GoP	100,000.00	100,000.00	
SGOD	Conduct of Division Monitoring, Evaluation and Plan Adjustment (DMEPA)											
50202010	Meals and snacks	SEPS - SMME	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	18,600.00	18,600.00	
50202010	Meals and snacks	SEPS - SMME	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	18,600.00	18,600.00	-
50202010	Meals and snacks	SEPS - SMME	No	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	18,600.00	18,600.00	
										9,807,640.00	9,807,640.00	

Prepared by:

MA. JIMA T. CADIZ
Administrative Officer IV
BAC Secretariat - Member

Recommending Approval:

ERLEO T. VILLAROS PhD
OIC - Assistant Schools Division Superintendent
BAC Chairman

Approved by:

MERLINA F. CRUZ PhD, CESO VI
OIC Schools Division Superintendent
Office of the Schools Division Superintendent