



Republic of the Philippines
Department of Education

Region X
DIVISION OF MISAMIS OCCIDENTAL
Osilao St., Poblacion 1, Oroquieta City, Misamis Occidental

DepEd-MISAMIS OCCIDENTAL (Annual Procurement Plan for FY 2024)

Code (PAP)	Procurement Program/Project	PMO/ User	End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity						Source of Funds	Estimated Budget (Php)		CO	Remarks (brief description of Program/Activity/Project)
						Advertising/Posting of IBREI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE					
A. OFFICIAL TRAVELS																
5020101000	Travelling Expenses (Local)	OSDS		NO		Monthly	Monthly	Monthly	Monthly	Monthly	GOP	1,264,000.00	1,264,000.00		Transportation, Per Diems, Incidental Expenses (CASH ADVANCES OR REIMBURSEMENT)	
5020101000	Travelling Expenses (Local)	SGOD		NO		Monthly	Monthly	Monthly	Monthly	Monthly	GOP	400,000.00	400,000.00		Transportation, Per Diems, Incidental Expenses (CASH ADVANCES OR REIMBURSEMENT)	
5020101000	Travelling Expenses (Local)	CID		NO		Monthly	Monthly	Monthly	Monthly	Monthly	GOP	400,000.00	400,000.00		Transportation, Per Diems, Incidental Expenses (CASH ADVANCES OR REIMBURSEMENT)	
B. TRAININGS																
5020201002	Training Expenses	OSDS		NO		Monthly	Monthly	Monthly	Monthly	Monthly	GOP	107,000.00	107,000.00		Payment for registration in trainings	
5020201002	Training Expenses	SGOD		NO		Monthly	Monthly	Monthly	Monthly	Monthly	GOP	100,000.00	100,000.00		Payment for registration in trainings	
5020201002	Training Expenses	CID		NO		Monthly	Monthly	Monthly	Monthly	Monthly	GOP	100,000.00	100,000.00		Payment for registration in trainings	
C. SUPPLIES AND MATERIALS																
5020301002	Common-Use Supplies available at Procurement Service Stores	OSDS		NO	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	660,000.00	660,000.00			
5020301002	Common-Use Supplies available at Procurement Service Stores	SGOD		NO	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	250,000.00	250,000.00			
5020301002	Common-Use Supplies available at Procurement Service Stores	CID		NO	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	250,000.00	250,000.00			
5020399000	Other Supplies and Materials Expenses	OSDS, SGOD, CID		NO	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	2,097,000.00	2,097,000.00			

D. MEDICAL SUPPLIES														
5020307000	Drugs and Medicine Expenses	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	10,000.00	10,000.00	
5020308000	Medical, Dental and Laboratory Supplies Expenses	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	10,000.00	10,000.00	
E. FUEL, OIL and LUBRICANTS														
5020309000	Fuel, Oil and Lubricants for motor vehicles	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	614,000.00	614,000.00	Used in government vehicles
F. UTILITIES														
5020401000	Water Expenses	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	123,000.00	123,000.00	Monthly water consumption/bottled water
5020402000	Electricity Expenses	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	1,043,000.00	1,043,000.00	Monthly electricity consumption
G. COMMUNICATION														
5020501000	Postage and Courier Expenses	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	31,000.00	31,000.00	Official communications
5020502001	Telephone Expenses (Mobile)	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	840,000.00	840,000.00	Office communication
5020502002	Telephone Expenses (Landline)	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	36,000.00	36,000.00	Personnel communication allowance
5020503000	Internet Subscription Expenses	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	273,000.00	273,000.00	Office internet connectivity
H. REPAIRS AND MAINTENANCE														
5021304001	Buildings and Other Structures	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	157,000.00	157,000.00	Materials for building maintenance
5021305002	Office Equipment	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	52,000.00	52,000.00	Office equipment maintenance
5021306001	Motor Vehicles	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Every Quarter	Every Quarter	Every Quarter	Every Quarter	Every Quarter	Every Quarter	GOP	205,000.00	205,000.00	Vehicles maintenance (materials and supplies)
I. PREMIUMS, INSURANCE, TAXES & LICENSES														
5021501000	Taxes, Duties and Licenses	OSDS, SGOD, CID	NO		Annually	Annually	Annually	Annually	Annually	Annually	GOP	21,000.00	21,000.00	
5021502000	Fidelity Bond Premiums	OSDS, SGOD, CID	NO		Annually	Annually	Annually	Annually	Annually	Annually	GOP	125,000.00	125,000.00	
5021503000	Insurance Expenses	OSDS, SGOD, CID	NO		Annually	Annually	Annually	Annually	Annually	Annually	GOP	22,000.00	22,000.00	For vehicles and office building
J. OTHERS														
5020302000	Accountable Forms Expenses	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	21,000.00	21,000.00	Accounting Unit, Government Receipt
5021199000	Other Professional Services	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	1,082,000.00	1,082,000.00	Various Events
5021203000	Security Services	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	625,000.00	625,000.00	Salary for security guards

5021305003	Information and Communication Technology Equipment	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	35,000.00	35,000.00		
5029902000	Representation Expenses	OSDS, SGOD, CID	NO		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	102,000.00	102,000.00		
5029905001	Rents - Building & Structure	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	60,000.00	60,000.00		
5029907099	Other Subscription Expenses	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	26,000.00	26,000.00		
K. HUMAN RESOURCE DEVELOPMENT FOR PERSONNEL IN SCHOOLS AND LEARNING CENTERS																		
5020201002	Implementation of NEAP-CO Programs	OSDS	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	464,800.00	464,800.00		
5020201002	Implementation of NEAP-CO Programs	SGOD	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	1,394,400.00	1,394,400.00		
5020201002	Rewards and Recognition	SGOD	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	258,000.00	258,000.00		
5020201002	Induction Program for Beginning Teachers	SGOD	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	258,000.00	258,000.00		
5020201002	Implementation of NEAP-CO Programs	CID	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	2,788,800.00	2,788,800.00		
GRAND TOTAL															16,305,000.00	16,305,000.00		

DEFINITIONS:

- PROGRAM (BEF)**— A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- PROJECT (BSF)**— Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- PMO/End User** - Unit as proponent of program or project.
- Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/opening of bids; awarding of contract; contract signing).
- Source of Funds** - Whether GOP, Foreign Assisted or Special Purpose Fund.
- Estimated Budget** - Agency approved estimate of project/program costs.
- Remarks** - Brief description of program or project.

Prepared by: _____ Certified Allotment Available: _____ Certified Allotment Available: _____ Recommending Approval: _____ Approved: _____

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