



**Republic of the Philippines**  
**Department of Education**  
 Region X  
**DIVISION OF MISAMIS OCCIDENTAL**  
 Osilao St., Poblacion 1, Oroquieta City, Misamis Occidental

**DepEd MISAMIS OCCIDENTAL (Indicative 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							
<b>A. OFFICIAL TRAVELS</b>																		
5020101000	Travelling Expenses (local)	OSDS	OSDS	NO		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Transportation, Per Diems, Incidental Expenses (CASH ADVANCES OR REIMBURSEMENT)
5020101000	Travelling Expenses (local)	SGOD	SGOD	NO		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Transportation, Per Diems, Incidental Expenses (CASH ADVANCES OR REIMBURSEMENT)
5020101000	Travelling Expenses (local)	CID	CID	NO		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Transportation, Per Diems, Incidental Expenses (CASH ADVANCES OR REIMBURSEMENT)
<b>B. TRAININGS</b>																		
5020201002	Training Expenses	OSDS	OSDS	NO		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Payment for registration in trainings
5020201002	Training Expenses	SGOD	SGOD	NO		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Payment for registration in trainings
5020201002	Training Expenses	CID	CID	NO		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Payment for registration in trainings
<b>C. SUPPLIES AND MATERIALS</b>																		
5020301002	Common-Use Supplies available at Procurement Service Stores	OSDS	OSDS	NO	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	
5020301002	Common-Use Supplies available at Procurement Service Stores	SGOD	SGOD	NO	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	
5020301002	Common-Use Supplies available at Procurement Service Stores	CID	CID	NO	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	

5020399000	Other Supplies and Materials Expenses	OSDS, SGOD, CID	NO	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GOP	569,000.00	569,000.00		
<b>D. MEDICAL SUPPLIES</b>																	
5020307000	Drugs and Medicine Expenses	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	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	Quarterly	Quarterly	GOP	10,000.00	10,000.00		
<b>E. FUEL, OIL and LUBRICANTS</b>																	
5020309000	Fuel, Oil and Lubricants for motor vehicles	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GOP	614,000.00	614,000.00	Used in government vehicles	
<b>F. UTILITIES</b>																	
5020401000	Water Expenses	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	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	Monthly	Monthly	GOP	1,043,000.00	1,043,000.00	Monthly electricity consumption	
<b>G. COMMUNICATION</b>																	
5020501000	Postage and Courier Expenses	OSDS, SGOD, CID	NO	Direct Contracting	Monthly	Monthly	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	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	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	Monthly	Monthly	GOP	273,000.00	273,000.00	Office internet connectivity	
<b>H. REPAIRS AND MAINTENANCE</b>																	
5021304001	Buildings and Other Structures	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	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	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	Every Quarter	Every Quarter	GOP	205,000.00	205,000.00	Vehicles maintenance (materials and supplies)	
<b>I. PREMIUMS, INSURANCE, TAXES &amp; LICENSES</b>																	
5021501000	Taxes, Duties and Licenses	OSDS, SGOD, CID	NO		Annually	Annually	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	Annually	Annually	GOP	125,000.00	125,000.00		
5021503000	Insurance Expenses	OSDS, SGOD, CID	NO		Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually	GOP	22,000.00	22,000.00	For vehicles and office building	
<b>J. OTHERS</b>																	
5020302000	Accountable Forms Expenses	OSDS, SGOD, CID	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	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	Competitive Bidding	Monthly	Monthly	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 Procurement Value	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	625,000.00	625,000.00	Salary for security guards
5021305003	Information and Communication Technology Equipment	OSDS, SGOD, CID	NO	NP-53.9 - Small Procurement Value	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	35,000.00	35,000.00	
5029902000	Representation Expenses	OSDS, SGOD, CID	NO	NP-53.9 - Small Procurement Value	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	102,000.00	102,000.00	
5029905001	Rents - Building & Structure	OSDS, SGOD, CID	NO	NP-53.9 - Small Procurement Value	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	60,000.00	60,000.00	
5029907099	Other Subscription Expenses	OSDS, SGOD, CID	NO	NP-53.9 - Small Procurement Value	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	26,000.00	26,000.00	

**K. HUMAN RESOURCE DEVELOPMENT FOR PERSONNEL IN SCHOOLS AND LEARNING CENTERS**

5020201002	HRTD (CID, SGOD, OSDS)	DIVISION OFFICE	NO	NP-53.9 - Small Procurement Value	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	3,394,980.00	3,394,980.00	HRD FUNDS	
5020201002	Early Procurement of Training Package (Meals, Accommodation, Supplies and Transportation Expense) for Seminar Workshop on Financial Management Operations Manual (FMOM)	DIVISION OFFICE	YES	Competitive Bidding	December 2nd Week	January 1st Week	January 3rd Week	January 4th Week	January 4th Week	GoP	1,769,020.00	1,769,020.00						1,769,020.00		HRD FUNDS	
<b>GRAND TOTAL</b>																			14,777,000.00	14,777,000.00	

**DEFINITIONS:**

1. **PROGRAM (BESF)**– 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.
2. **PROJECT (BESF)**– 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.
3. **PMO/End User** - Unit as proponent of program or project.
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5. **Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/opening of bids; awarding of contract; contact signing).
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund.
7. **Estimated Budget** - Agency approved estimate of project/program costs.
8. **Remarks** - Brief description of program or project.

Prepared by:   
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