



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Annual Procurement Plan for FY 2022 - NON-CSE**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Pos- ting of IB/REI	Submission/Openi- ng of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Supplies and Materials	Office Supplies Expenses	S.D.O.	Negotiated Procurement (Agency-Agency)	Every quarter	Every quarter	Every quarter	Every quarter	GAA	2,036,000.00	2,036,000.00		
	Accountable Forms	S.D.O.	Shopping	15-Mar-22	N/A	21-Mar-22	23-Mar-22	GAA	22,000.00	22,000.00		
	Drugs and Medicines Expenses		NP - 53.9 - Small Value Procurement	Every quarter	Every quarter	Every quarter	Every quarter	GAA	581,000.00	581,000.00		
	Fuel, oil and Lubricants expenses	S.D.O.	NP - 53.9 - Small Value Procurement	Every quarter	N/A	Every quarter	Every quarter	GAA	401,000.00	401,000.00		
	ICT Supplies	S.D.O.	Public Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GAA	1,299,000.00	1,299,000.00		
	Other Supplies and Materials Expenses	S.D.O.	NP - 53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GAA	913,000.00	913,000.00		
Utilities	Water Expenses (water connection)	S.D.O.	Direct Contracting	N/A	N/A	17-Jan-22	19-Jan-22	GAA	117,000.00	117,000.00		
	Electricity (Electric Power)	S.D.O.	Direct Contracting	N/A	N/A	17-Jan-22	19-Jan-22	GAA	1,173,000.00	1,173,000.00		
Communication	Telephone expenses (Mobile)	S.D.O.	Direct Contracting	N/A	N/A	17-Jan-22	19-Jan-22	GAA	502,000.00	502,000.00		
	Telephone expenses (Landline) and Internet subscription services	S.D.O.	Direct Contracting	N/A	N/A	17-Jan-22	19-Jan-22	GAA	117,000.00	117,000.00		
	Cable, Satellite, Telegraph and Radio Expenses	S.D.O.	Direct Contracting	N/A	N/A	17-Jan-22	19-Jan-22	GAA	13,000.00	13,000.00		
	Internet Subscription Expenses	S.D.O.	Direct Contracting	N/A	N/A	17-Jan-22	19-Jan-22	GAA	999,000.00	999,000.00		
	Other Subscription Expenses	S.D.O.	NP - 53.9 - Small Value Procurement	Every quarter	N/A	Every quarter	Every quarter	GAA	60,000.00	60,000.00		
Postage and Deliveries	Postage and Courier Services	S.D.O.	NP - 53.9 - Small Value Procurement	15-Mar-22	N/A	21-Mar-22	23-Mar-22	GAA	35,000.00	35,000.00		
Repair/Maintenance	Repair and Maintenance of Other Structures	S.D.O.	NP - 53.9 - Small Value Procurement	28-Mar-22	N/A	11-Apr-22	13-Apr-22	GAA	175,000.00	175,000.00		
	Repair and Maintenance of Office Equipment	S.D.O.	NP - 53.9 - Small Value Procurement	Every quarter	N/A	Every quarter	Every quarter	GAA	163,000.00	163,000.00		
	Repair and Maintenance of Motor Vehicles	S.D.O.	NP - 53.9 - Small Value Procurement	Every quarter	N/A	Every quarter	Every quarter	GAA	199,000.00	199,000.00		
	Repair and Maintenance of Furnitures and Fixtures	S.D.O.	NP - 53.9 - Small Value Procurement	Every quarter	N/A	Every quarter	Every quarter	GAA	97,000.00	97,000.00		
	Printing and Publications Expenses	S.D.O.	NP - 53.9 - Small Value Procurement	11-Jan-22	N/A	18-Jan-22	20-Jan-22	GAA	121,000.00	121,000.00		
Security Services	Security Services	S.D.O.	NP - 53.9 - Small Value Procurement	6-Dec-21	N/A	10-Jan-22	11-Jan-22	GAA	254,000.00	254,000.00		

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				Advertisement/Pos ting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Janitorial Services	S.D.O.	NP - 53.9 - Small Value Procurement	10-Jan-22	N/A	17-Jan-22	01/19/20222	GAA	381,000.00	381,000.00		
Insurance	Insurance	S.D.O.	Direct Contracting	Annually				GAA	350,000.00	350,000.00		
Other General Services	Other General Services	S.D.O.	Negotiated Procurement (Agency-Agency)	Annually				GAA	780,000.00	780,000.00		
	Gulayan sa Opisina Project	S.D.O.	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	127,661.00	127,661.00		
	Other MOE	S.D.O.	NP - 53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	51,000.00	51,000.00		
	Repair/Rehab of Division Office	S.D.O.	NP - 53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	60,000.00	60,000.00		
	Annual Physical Examination for Division Office Personnel	S.D.O.	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	253,800.00	253,800.00		
Trainings & Seminars	Conduct of Trainings and Seminars of the Division Office	S.D.O.	NP - 53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	500,000.00	500,000.00		
Inset Trainings	Training on Trainers on Teachers Induction Program cum Training of Teacher Induction Program Evaluators	SGOD	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	67,200.00	67,200.00		
	Capacity Building for Newly Hired Teachers on Philippine Professional Standards for Teachers (PPST)	SGOD	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	285,950.00	285,950.00		
	Conduct of Division Monitoring, Evaluation and Adjustment Presentation of Accomplishment Reports	SGOD	NP - 53.9 - Small Value Procurement	Every quarter	N/A	Every quarter	Every quarter	GAA	131,400.00	131,400.00		
	Division Re-Orientation on the Guidelines of Modular Distance Learning	SGOD	Shopping	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GAA	17,100.00	17,100.00		
	Planning Conference in Preparation for EOSY 2021-2022	SGOD	Shopping	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	20,000.00	20,000.00		
	Orientation on the Interim Guidelines in the Preparation, Submission and Checking of School Forms in Preparation for BOSY 2022-2023	SGOD	Shopping	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	40,000.00	40,000.00		
	Orientation on the Interim Guidelines in the Preparation, Submission and Checking of School Forms in Preparation for BOSY 2022-2023	SGOD	Shopping	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	10,000.00	10,000.00		
	Training Workshop on Qualitative and Quantitative Research cum Training of Implemented and utilized researches.	SGOD	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	144,000.00	144,000.00		
	Division Research Forum	SGOD	Shopping	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GAA	45,000.00	45,000.00		
	Coordination Meeting with the District Research Coordinators/ Reseach Focal Persons	SGOD	Shopping	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	32,400.00	32,400.00		
	Division Re-Orientation on the Crafting of School Improvement Plan (SIP)	SGOD	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	104,000.00	104,000.00		
	Training-Workshop on Addressing Resource Gaps in Schools	SGOD	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	52,500.00	52,500.00		
	Training-Workshop on Addressing Resource Gaps in Schools	SGOD	Shopping	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	19,200.00	19,200.00		
	Orientation on the Learning and Development Process Flow	SGOD	Shopping	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	24,000.00	24,000.00		
	Induction Program for Newly Appointed School Heads	SGOD	Shopping	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GAA	40,000.00	40,000.00		
	Competency Enhancement Training of Men and Women School Leaders	SGOD	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	187,550.00	187,550.00		
	Competency Enhancement Training of Men and Women School Leaders	SGOD	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	58,500.00	58,500.00		

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	Orientation on DepEd Order No. 40, s. 2012 - Child Protection Policy cum Launching of the National Women's Month Celebration 2021	SGOD	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	58,000.00	58,000.00		
	Orientation on RA 7160 - Special Protection of Children Against Abuse, Exploitation, and Discrimination Act cum Launching of the 18-Day Campaign to End VAW	SGOD	NP - 53.9 - Small Value Procurement	4th Quarter	N/A	4th Quarter	4th Quarter	GAA	58,000.00	58,000.00		
	Review and Update on First Aid and Basic Life Support with Automated External Defibrillator Training	SGOD	Shopping	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	44,000.00	44,000.00		
	Leadership skills and gender sensitivity trainings for youth leaders and district coordinators	SGOD	Shopping	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GAA	24,000.00	24,000.00		
	Conduct of Search for Gawad Siklab	SGOD	Shopping	4th Quarter	N/A	4th Quarter	4th Quarter	GAA	6,000.00	6,000.00		
	Conduct of Youth Empowerment Activities	SGOD	Shopping	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GAA	24,000.00	24,000.00		
	Commemoration of National Disaster Resilience Month	SGOD	Shopping	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GAA	4,000.00	4,000.00		
	Division Enhanced Re-Orientation on School-Based Management	SGOD	Shopping	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	20,250.00	20,250.00		
	Mid-Year Performance Implementation Review	SGOD	Shopping	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	48,750.00	48,750.00		
	Year-End Performance Implementation Review	SGOD	Shopping	4th Quarter	N/A	4th Quarter	4th Quarter	GAA	48,750.00	48,750.00		
	Seminar/workshop on the BIR tax Updates Revenue Memorandum Circular (RMC) No. 36-2021, RA No. 11534 "Corporate Recovery and Tax Incentive for Enterprises", VAT Guidelines and Instructions and PD 1446 "Government Auditing Code of the Philippines"	OSDS	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	50,000.00	50,000.00		
	Financial Reconciliation Workshop	OSDS	NP - 53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	250,000.00	250,000.00		
	Coordination Meeting with Newly-Appointed Provincial Paid Tea	OSDS	Shopping	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	20,000.00	20,000.00		
	Revisiting of the Office Compendium and Code of conduct for government employees	OSDS	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	56,800.00	56,800.00		
	Re-Orientation on the Provisions of PRIME-HRM	OSDS	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	100,000.00	100,000.00		
	Training Workshop on Administrative Processes and Workflows	OSDS	NP - 53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	200,000.00	200,000.00		
	Division Re-Orientation on DO 49, s. 2006 and ADR	OSDS	NP - 53.9 - Small Value Procurement	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GAA	240,000.00	240,000.00		
	Upskilling of Newly-Hired Teachers on the Use of Google Workspace, Microsoft Office and Computer Basic Troubleshooting	OSDS	NP - 53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	195,000.00	195,000.00		
	Upskilling of AO IIs on the Use of Google Workspace, Microsoft Office and Computer Basic Troubleshooting	OSDS	NP - 53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GAA	98,800.00	98,800.00		
	Upskilling of AO IIs designated as District Property Custodians	OSDS	Shopping	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	32,550.00	32,550.00		
	On-boarding of Newly-Hired Personnel	OSDS	NP - 53.9 - Small Value Procurement	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GAA	180,000.00	180,000.00		
	Workshop on Psychological First Aid Promoting Mental Health in the Workplace	OSDS	NP - 53.9 - Small Value Procurement	4th Quarter	N/A	4th Quarter	4th Quarter	GAA	50,000.00	50,000.00		
	Training-Workshop on the Development of Standardized Assessment for Q2, Q3 and Q4	CID	Public Bidding	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	1,324,800.00	1,324,800.00		
	Training-Workshop on the Development of Quality-Assured Self-Learning Kits for Special Program in Journalism	CID	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	127,800.00	127,800.00		
	Capacity Building for Learning Area Facilitators on Appropriate Pedagogical Approaches to Achieve Teaching and Learning Standards	CID	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	512,000.00	512,000.00		
	Division Training of Trainers on PRIMALS for Key Stage 3	CID	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	230,400.00	230,400.00		
	Program Implementation Review	CID	NP - 53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GAA	80,000.00	80,000.00		

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				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	


**DEFINITIONS**

- 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.
- 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.
- 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; award 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:


  
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PDO II/BAC Secretariat

Certified Funds Available  
Certified Appropriate Funds Available

  
EPIE P. CABRERA  
AO V - Budget Officer III

  
BETHANY E. CLIMACO, CPA  
Accountant III

Recommending Approval

  
GILBERT L. GAYRAMA, PhD, CESE  
Assistant Schools Division Superintendent  
BAC Chair 11/26/22

Approved by:

  
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Schools Division Superintendent  
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