

Department of Education-Schools Division of Baguio City Annual Procurement Plan for FY 2024

Code (PAP)	Procurement 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)			"Remarks" (brief description of Project)
					Advertisement/Pos ting of IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	INDISPENSABLE EXPENSES												
GMS-SDO Proper	Procurement of Accountable Forms	OSDS	NO	Direct Contracting	June 2024 November 2024	June 2024 November 2024	June 2024 November 2024	June 2024 November 2024	GoP	8,000.00	8,000.00	0	12 check booklets P600.00 and 20,000 OR booklets
GMS-SDO Proper	Procurement of mobile and landline for SDO Proper Communication Services	OSDS	NO	Shopping	June 2024 November 2024	June 2024 November 2024	June 2024 November 2024	June 2024 November 2024	GoP	578,040.00	578,040.00	0	Provision of post/prepaid as per DO 2 s. 2023 and for use of landline services
GMS-SDO Proper	Procurement for Internet Subscriptions	OSDS	NO	NP-53.9 - Small Value Procurement	June 2024 November 2024	June 2024 November 2024	June 2024 November 2024	June 2024 November 2024	GoP	516,000.00	516,000.00	0	Internet subscription line for SDO proper
GMS-SDO Proper	Procurement of Two Webpage Subscription	OSDS	NO	NP-53.9 - Small Value Procurement	March 2024	March 2024	March 2024	March 2024	GoP	163,700.00	163,700.00	0	ICT software subscription for hosting of webpage annually
GMS-SDO Proper	Procurement for official/business travels	OSDSSGDCI	NO	NP-53.9 - Small Value Procurement	January 2024 to December 2024	January 2024 to December 2024	January 2024 to December 2024	January 2024 to December 2024	GoP	450,000.00	450,000.00	0	Travelling expenses for official business, official travels of SDO personnel
	RENTS-QUARTERS												
GMS-SDO Proper	Procurement for Living Quarters	OSDS	NO	NP-53.9 - Small Value Procurement	January to December 2024	January to December 2024	January to December 2024	January to December 2024	GoP	48,000.00	48,000.00	0	Twelve (12 months) rent for ASDS living quarters at P4,000.00/month
	OFFICE SUPPLIES												
GMS-SDO Proper	Procurement of office supplies for SDO operations	OSDS	NO	NP-53.5 Agency-to-Agency	February 2024 March 2024 June 2024 August 2024	February 2024 March 2024 June 2024 August 2024	February 2024 March 2024 June 2024 August 2024	February 2024 March 2024 June 2024 August 2024	GoP	400,000.00	400,000.00	0	Office supplies for regular operations of SDO proper to be procured at the PS-DBM Office supplies for the Division School Press Conference
GMS-SDO Proper	Procurement of office supplies for the Conduct of Division Schools Press Conference	OSDS	NO	NP-53.5 Agency-to-Agency	February 2024	February 2024	February 2024	February 2024	GoP	5,400.00	5,400.00	0	Office supplies for the Division School Press Conference
	OTHER OFFICE SUPPLIES												
GMS-SDO Proper	Procurement of Other Supplies and Materials (regular) for SDO operations	OSDS	NO	NP-53.9 - Small Value Procurement	January 2024 March 2024 June 2024 September 2024	January 2024 March 2024 June 2024 September 2024	January 2024 March 2024 June 2024 September 2024	January 2024 March 2024 June 2024 September 2024	GoP	400,000.00	400,000.00	0	Other Supplies and Materials for regular operations of SDO proper

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GMS-SDO Proper	Procurement of Other Office Supplies for SDO operations	OSDSSGODCI	NO	NP-53.9 - Small Value Procurement	January-December	January-December	January-December	January-December	GoP	115,900.00	115,900.00	0	a. Other office supplies and materials for the conduct of service awarding: 1. Tokens for 30 awardees at P200.00 2. Plaques for 20 pax at P1,500.00 b. Other office supplies (tokens) for the conduct of Salamat Mabuhay for 5 awardees at 1,500.00 c. Other office supplies (tokens) for 38 honorees at P1,500.00 for the conduct of SDO Baguio City Founding Anniversary and P10,000.00 other office supplies d. Other office supplies for the early childhood at P5400
GMS-SDO Proper	Procurement of regular ICT Office Supplies for SDO operations	OSDS	NO	NP-53.9 - Small Value Procurement	February 2024 August 2024	February 2024 August 2024	February 2024 August 2024	February 2024 August 2024	GoP	75,000.00	75,000.00	0	ICT Office Supplies for regular operations of SDO proper
GMS-SDO Proper	Procurement of medical and dental supplies for SDO employees	SGOD	NO	NP-53.9 - Small Value Procurement	January-December	January-December	January-December	January-December	GoP	150,000.00	150,000.00	0	Medicines and supplies for SDO personnel
	SEMI-EXPENDABLE EQUIPMENT												
GMS-SDO Proper	Procurement of Semi expendable ICT equipment for regular operations SDO proper	OSDS	NO	NP-53.9 - Small Value Procurement	March 2024 June 2024	March 2024 June 2024	March 2024 June 2024	March 2024 June 2024	GoP	225,000.00	225,000.00	0	Semi expendable ICT equipment for SDO operations
	FUEL, OILD AND LUBRICANTS												
GMS-SDO Proper	Procurement of Fuel, Oil and Lubricant	OSDS	NO	NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GoP	100,000.00	100,000.00	0	Fuel, Oil and Lubricant for five (5) service vehicles
	FIDELITY BOND												
GMS-SDO Proper	Payment of fidelity bond for SDO operation	OSDS	NO	Direct Contracting	May 2024 June 2024	May 2024 June 2024	May 2024 June 2024	May 2024 June 2024	GoP	150,000.00	150,000.00	0	Fidelity bond premiums for SDS, Cashier and other accountable officers
	OTHER MOOE												
GMS-SDO Proper	Procurement of other MOOE	OSDS	NO	NP-53.9 - Small Value Procurement	January 2024 to December 2024	January 2024 to December 2024	January 2024 to December 2024	January 2024 to December 2024	GoP	180,000.00	180,000.00	0	Other MOOE for 12 months
GMS-SDO Proper	Procurement for emergency cases	OSDSSGODCI	NO	NP-53.2 Emergency Cases	February 2024 to December 2024	February 2024 to December 2024	February 2024 to December 2024	February 2024 to December 2024	GoP	200,000.00	200,000.00	0	For continuous SDO operations
GMS-SDO Proper	Procurement of Cultural/Sports Uniform for SDO personnel	OSDS	NO	NP-53.9 - Small Value Procurement	February 2024	February 2024	February 2024	February 2024	GoP	210,000.00	210,000.00	0	Cultural/sports uniform for 140 pax at P 1,500.00
GMS-SDO Proper	Procurement for contingency purposes	OSDSSGODCI	NO	NP-53.2 Emergency Cases	February 2024 to December 2024	February 2024 to December 2024	February 2024 to December 2024	February 2024 to December 2024	GoP	188,760.00	188,760.00	0	For contingency purposes of the office
GMS-SDO Proper	Procurement for radio airtime services for the Usapang DepEd Program	SGOD	NO	NP-53.9 - Small Value Procurement	January-December	January-December	January-December	January-December	GoP	108,000.00	108,000.00	0	Radio airtime at P 9,000.00/month for one year
GMS-SDO Proper	Procurement for the Annual Physical Examination of SDO Employees	SGOD	NO	NP-53.9 - Small Value Procurement	February 2024 to December 2024	February 2024 to December 2024	February 2024 to December 2024	February 2024 to December 2024	GoP	280,000.00	280,000.00	0	Laboratory exam for 140 pax at P 2,000.00 each

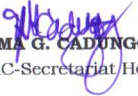
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HRTD	Procurement of meals and snacks for the conduct of various trainings by the three functional divisions	OSDSSGODCI	YES	NP-53.9 - Small Value Procurement	February 2024 to December 2024	February 2024 to December 2024	February 2024 to December 2024	February 2024 to December 2024	GoP	1,699,000.00	1,699,000.00	0	Meals and snacks for the conduct of the following PPAAs: - Annual Work and Financial Planning for Schools - Schoolheads Capability Building on Financial, Legal, ICT, Personnel, Procurement management, Supply (FLIPPS) - Training/Workshop of Formal Investigation Committee Members on the Revised Rules of Procedure of the Department of Education in Administrative Cases -Project START -Upskilling and Re-skilling of Learner Government Program Coordinators/Advisers on Advance Technology for Empowered and Modernized Leadership -Teacher-Adviser Training Program for Learner Government Advisers -Project MAESTRA -Teaching with IMPACT (master teachers) -STRATA -Training on Continuous improvement for School Leaders -Training on preparation of CPD units for PD programs -2024 Teachers Summit cum awards program -2024 Teachers Summit cum awards program -Higher Order Thinking Skills (HOTS) for grade 7-10 -Competency based Human Resource Management Training for School Leaders -Induction Program for Beginning Teachers -Mass Training for K to Grade 12 Teachers on the Matatag Curriculum across learning areas -Supervisory Development Course for New School Leaders -Supervisory Development Course for New School Leaders

TOTAL 10,204,000.00 10,204,000.00

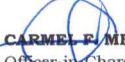
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