

**INDICATIVE ANNUAL PROCUREMENT PLAN
FY 2021**

Name of Agency: Department of Education, Division of Silay City

| Code (PAP) | Procurement Project | PMO/ End-User | Mode of Procurement | Schedule for Each Procurement Activity | | | | Source of Funds | Estimated Budget | | | Remarks (Brief Description of Program/Project) |
|---------------|---|------------------|-------------------------|--|---------------------|--------------------|---------------------|--------------------|------------------|--------------|----|--|
| | | | | Ads/RFQ | Sub/Open of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| 5021502000 | Payment of Fidelity Bond Premium | OSDS,CID,SGOD | Agency to Agency | January - December 2021 | | | | MOOE | 32,625.00 | 32,625.00 | | Fidelity Bond Renewal of Personnel |
| 5021306001 | Repair and Maintenance of Government Vehicle | OSDS,CID,SGOD | Competitive Bidding/SVP | January - December 2021 | | | | MOOE | 105,000.00 | 105,000.00 | | Nissan Escapade Van, Mitsubishi L300, Isuzu Pick-up |
| 5020321003 | Repair and Maintenance of Office Equipment | OSDS,CID,SGOD | Small Value Procurement | January - December 2021 | | | | MOOE | 24,000.00 | 24,000.00 | | Office/ICT Equipment |
| 5020321008 | Procurement of Semi-expendable Disaster Response and Rescue Equipment | OSDS,CID,SGOD | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/8/2021 | MOOE | 20,000.00 | 20,000.00 | | Fire Extinguishers |
| 5021203000 | Payment of security services | OSDS,CID,SGOD | Competitive Bidding | 11/9/2020 | 11/18/2020 | 11/21/2020 | 11/22/2020 | MOOE | 384,000.00 | 384,000.00 | | Security Guards |
| 5021199000 | Payment of other professional services | OSDS,CID,SGOD | N/A | January - December 2021 | | | | MOOE | 479,820.00 | 479,820.00 | | Job Order/MOA Personnel |
| 5020502001 | Payment of Mobile Telephone | OSDS,CID,SGOD | Direct Contracting | January - December 2021 | | | | MOOE | 324,000.00 | 324,000.00 | | Mobile Load from January-December |
| 5020502002 | Payment of Landline Telephone | OSDS,CID,SGOD | Direct Contracting | January - December 2021 | | | | MOOE | 90,000.00 | 90,000.00 | | Telephone Landline Bill from January-December |
| 5020503000 | Payment of Internet Subscription | OSDS,CID,SGOD | Direct Contracting | January - December 2021 | | | | MOOE | 417,600.00 | 417,600.00 | | WIFI/Internet Subscription |
| 5020401000 | Payment of Water Expenses | | | | | | | | | | | |
| | - Metered water expense | OSDS,CID,SGOD | Direct Contracting | January - December 2021 | | | | MOOE | 48,000.00 | 48,000.00 | | Water bill from January-December |
| | - 5-gallon bottled drinking water | OSDS,CID,SGOD | Small Value Procurement | 11/16/2020 | 11/19/2020 | 11/21/2020 | 22/22/2020 | MOOE | 33,600.00 | 33,600.00 | | Drinking water from January-December |
| 5020402000 | Payment of Electricity Expenses | OSDS,CID,SGOD | Direct Contracting | January - December 2021 | | | | MOOE | 1,140,000.00 | 1,140,000.00 | | Electricity bill from January-December |
| 5020309000 | Payment of Fuel, Oil and Lubricant Expenses | OSDS,CID,SGOD | Competitive Bidding/SVP | January - December 2021 | | | | MOOE | 192,000.00 | 192,000.00 | | Fuel, oil and lubricant for 3 vehicles |
| 5029999002 | Payment of Other Maintenance and Operating Expenses | OSDS,CID,SGOD | | | | | | | | | | Other MOE not found in the procurement projects |
| 5029905005 | -Payment of rental of leaving quarter | OSDS | N/A | January - December 2021 | | | | MOOE | 48,000.00 | 48,000.00 | | SDS leaving quarter |
| | -Payment of Website Maintenance | OSDS,CID,SGOD | Direct Contracting | January - December 2021 | | | | MOOE | 15,600.00 | 15,600.00 | | SDO Website |
| | - Payment of Cultural Activities | OSDS,CID,SGOD | Small Value Procurement | January - December 2021 | | | | MOOE | 50,000.00 | 50,000.00 | | |
| | - Petty Cash | OSDS,CID,SGOD | SVP/Shopping | January - December 2021 | | | | MOOE | 120,000.00 | 120,000.00 | | |
| | - Payment of Expenses for Miscellaneous Activities | OSDS,CID,SGOD | SVP/Shopping | January - December 2021 | | | | MOOE | 20,000.00 | 20,000.00 | | |
| 5020322001 | Procurement of Semi-expendable Furniture and Fixtures | OSDS,CID,SGOD | Competitive Bidding/SVP | 4/5/2021 | 04/14/2021 | 04/17/2021 | 04/18/2021 | MOOE | 52,000.00 | 52,000.00 | | Office tables, chairs, cabinets |
| 5021305003 | Repair and Maintenance of ICT Equipment | OSDS,CID,SGOD | Competitive Bidding/SVP | January - December 2021 | | | | MOOE | 42,000.00 | 42,000.00 | | Repair of ICT Equipment |
| 5021304002 | Repair and Maintenance of Office Buildings | | | | | | | | | | | |
| | - Accounting Office Extension | OSDS | Competitive Bidding/SVP | 4/5/2021 | 4/8/2021 | 4/9/2021 | 4/10/2021 | MOOE | 40,000.00 | 40,000.00 | | |

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|--|---------------------------|------|-------------------------|------------|------------|------------|----------|------|------------|------------|--|--|
| | - Dental Clinic Extension | SGOD | Competitive Bidding/SVP | 04/19/2021 | 04/27/2021 | 04/30/2021 | 5/3/2021 | MOOE | 205,000.00 | 205,000.00 | | |
|--|---------------------------|------|-------------------------|------------|------------|------------|----------|------|------------|------------|--|--|

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| | - Rehabilitation of Toilets | OSDS,CID,SGOD | Competitive Bidding/SVP | 04/19/2021 | 04/27/2021 | 04/30/2021 | 5/3/2021 | MOOE | 55,000.00 | 55,000.00 | | |
| 5020101000 | Travel Expenses | OSDS,CID,SGOD | Agency to Agency/Shopping | January - December 2021 | | | | MOOE | 600,000.00 | 600,000.00 | | Travel of personnel |
| | GAD Programs, Projects and Activities | | | | | | | | | | | |
| | - Women's Month Celebration | OSDS,CID,SGOD | Competitive Bidding/SVP | 2/1/2021 | 2/9/2021 | 2/12/2021 | 02/13/2021 | MOOE | 80,000.00 | 80,000.00 | | |
| | - 16-day Campaign to End VAW | OSDS,CID,SGOD | Competitive Bidding/SVP | 10/4/2021 | 10/12/2021 | 10/15/2021 | 10/16/2021 | MOOE | 55,000.00 | 55,000.00 | | |
| | - Revisiting Child Protection Policy and Anti-Bullying | OSDS,CID,SGOD | Competitive Bidding/SVP | 2/8/2021 | 02/17/2021 | 02/20/2021 | 02/21/2021 | MOOE | 60,100.00 | 60,100.00 | | |
| | - Capacity building for Div/School GAD FPS | OSDS,CID,SGOD | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 35,000.00 | 35,000.00 | | |
| | - Reproductive and other health programs | OSDS,CID,SGOD | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 25,000.00 | 25,000.00 | | |
| | Sub-total | | | | | | | | 4,793,345.00 | 4,793,345.00 | | |
| 5020201000 | Training Expenses (A) | | | | | | | | | | | Training of teaching and non-teaching personnel |
| | - Division Roll-Out on the Critical Content in Teaching Science Grade 4 | CID | Small Value Procurement | 7/1/2021 | 7/4/2021 | 7/7/2021 | 7/8/2021 | MOOE | 22,500.00 | 22,500.00 | | |
| | - Technology and Livelihood Education Curriculum Strategic Intervention Learning Delivery | CID | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 22,500.00 | 22,500.00 | | |
| | - Division Training-Workshop for English and MTB MLE Teachers on Revisiting Reading Assessment Tools | CID | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 11,500.00 | 11,500.00 | | |
| | - Reading Interventions Based on Reading Assessment in the Elementary and Secondary Levels | CID | Small Value Procurement | 4/5/2021 | 4/8/2021 | 4/10/2021 | 4/11/2021 | MOOE | 11,500.00 | 11,500.00 | | |
| | - Revisiting the Conduct of Phil-IRI in Filipino | CID | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 11,500.00 | 11,500.00 | | |
| | - Pagsagawa ng Buwanang Bilis at Pag-unawa sa Pagbasa (BiPs) – Isang Pagbabalik-tanaw | CID | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 11,500.00 | 11,500.00 | | |
| | - Division Training on the K to 10 Critical Content in Edukasyon sa Pagpapakatao (EsP) | CID | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 22,500.00 | 22,500.00 | | |
| | - E-book Training-Workshop on Araling Panlipunan | CID | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 11,500.00 | 11,500.00 | | |
| | - Division Orientation on the use of Most Essential Learning Competencies in Araling Panlipunan | CID | Small Value Procurement | 2/1/2021 | 2/4/2021 | 2/5/2021 | 2/6/2021 | MOOE | 11,500.00 | 11,500.00 | | |
| | - Two-Day Division Training Workshop in Crafting Strategic Intervention Materials (SIMs) for Elementary, JHS and SHS | CID | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 11,500.00 | 11,500.00 | | |
| | - Revisiting the Conduct of Regional Unified Numeracy Test (RUNT) | CID | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 11,500.00 | 11,500.00 | | |
| | - Training Workshop for Selected LR writers | CID | Small Value Procurement | 8/2/2021 | 8/5/2021 | 8/6/2021 | 8/9/2021 | MOOE | 22,500.00 | 22,500.00 | | |
| | - Enhance seminar-workshop for ALS Implementers | CID | Small Value Procurement | 2/1/2021 | 2/4/2021 | 2/5/2021 | 02/14/2019 | MOOE | 22,500.00 | 22,500.00 | | |
| | - Seminar-Workshop on Instructional Videos for MAPEH Teachers | CID | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 22,500.00 | 22,500.00 | | |
| | - Division Capability Development and Workshop on Theoretical Principles and Concepts of Social Learning | CID | Small Value Procurement | 9/6/2021 | 9/9/2021 | 9/10/2021 | 9/11/2021 | MOOE | 11,500.00 | 11,500.00 | | |

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|--|--|------|-------------------------|----------|----------|----------|------------|------|-----------|-----------|--|--|
| | - Division Capability Development and Early Childhood Development Workshop for Kindergarten Teachers | CID | Small Value Procurement | 8/2/2021 | 8/5/2021 | 8/6/2021 | 8/9/2021 | MOOE | 11,500.00 | 11,500.00 | | |
| | - Capacity Building on Research for Schools Division Research Committee | SGOD | Small Value Procurement | 2/1/2021 | 2/4/2021 | 2/5/2021 | 02/14/2021 | MOOE | 15,000.00 | 15,000.00 | | |

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| | - Mid-Year Review of DEDP | SGOD | Small Value Procurement | 5/10/2021 | 05/18/2021 | 05/20/2021 | 05/21/2021 | MOOE | 60,000.00 | 60,000.00 | | |
| | - DRRM/CCA/EIE Initiatives and Capacity Building | SGOD | Small Value Procurement | 5/10/2021 | 05/13/2021 | 05/14/2021 | 05/15/2021 | MOOE | 25,000.00 | 25,000.00 | | |
| | - Basic Life Support Training for Non – Teaching Personnel Support Training for Non – Teaching | SGOD | Small Value Procurement | 8/10/2021 | 08/13/2021 | 08/16/2021 | 08/17/2021 | MOOE | 40,000.00 | 40,000.00 | | |
| | - Basic First Aid Training for Clinic Teachers | SGOD | Small Value Procurement | 8/10/2021 | 08/13/2021 | 08/16/2021 | 08/17/2021 | MOOE | 40,000.00 | 40,000.00 | | |
| | - Orientation of School Heads & School Education Facilities Coordinators | SGOD | Small Value Procurement | 8/10/2021 | 08/13/2021 | 08/16/2021 | 08/17/2021 | MOOE | 20,000.00 | 20,000.00 | | |
| | - Year-End Review of DEDP | SGOD | Small Value Procurement | 8/11/2021 | 08/19/2021 | 08/22/2021 | 08/23/2021 | MOOE | 50,000.00 | 50,000.00 | | |
| | - Orientation on Certification, Authentication and Verification (CAV) | OSDS, CID,SGOD | Small Value Procurement | 1/4/2021 | 1/7/2021 | 1/8/2021 | 1/11/2021 | MOOE | 10,000.00 | 10,000.00 | | |
| | - Orientation and Information Dissemination on Updates regarding Property Custodian and Inventory of PPE and ICT Equipment in School Level | OSDS | Small Value Procurement | 1/4/2021 | 1/7/2021 | 1/8/2021 | 1/11/2021 | MOOE | 10,000.00 | 10,000.00 | | |
| | - Year End Assessment of School Property Custodian and Planning for 2021 Activities | OSDS | Small Value Procurement | 10/4/2021 | 10/7/2021 | 10/8/2021 | 10/11/2021 | MOOE | 20,000.00 | 20,000.00 | | |
| | - Workshop on 2019-2020 Accounting Financial Reporting Outputs and Assessment/Updates on Agency Action Plan and Status of Implementation (AAPSI) on Audit Observation Memorandum | OSDS | Small Value Procurement | 8/11/2021 | 08/19/2021 | 08/20/2021 | 08/21/2021 | MOOE | 20,000.00 | 20,000.00 | | |
| | - Seminar on Mediation | OSDS, CID,SGOD | Small Value Procurement | 1/4/2021 | 1/7/2021 | 1/8/2021 | 1/11/2021 | MOOE | 20,000.00 | 20,000.00 | | |
| | - Year End Review and Evaluation of Performance Commitment | OSDS, CID,SGOD | Small Value Procurement | 10/4/2021 | 10/7/2021 | 10/8/2021 | 10/11/2021 | MOOE | 20,000.00 | 20,000.00 | | |
| | - Strategic Development Planning and WFP | OSDS, CID,SGOD | Small Value Procurement | 7/1/2021 | 7/9/2021 | 7/12/2021 | 07/13/2021 | MOOE | 10,000.00 | 10,000.00 | | |
| | - Managing Service Quality and Customer Satisfaction Training | OSDS, CID,SGOD | Small Value Procurement | 1/4/2021 | 1/7/2021 | 1/8/2021 | 1/11/2021 | MOOE | 10,000.00 | 10,000.00 | | |
| | - Finding Time for Fitness | OSDS, CID,SGOD | Small Value Procurement | 3/1/2021 | 3/4/2021 | 3/5/2021 | 3/6/2021 | MOOE | 30,000.00 | 30,000.00 | | |
| | - Effective Communication Skills Training | OSDS, CID,SGOD | Small Value Procurement | 4/5/2021 | 4/8/2021 | 4/10/2021 | 4/11/2021 | MOOE | 20,000.00 | 20,000.00 | | |
| | - Balancing Work and Family Life Seminar | OSDS, CID,SGOD | Small Value Procurement | 6/4/2021 | 6/7/2021 | 6/8/2021 | 6/11/2021 | MOOE | 20,000.00 | 20,000.00 | | |
| | - Basics of Excel | OSDS, CID,SGOD | Small Value Procurement | 8/10/2021 | 08/13/2021 | 08/16/2021 | 08/17/2021 | MOOE | 20,000.00 | 20,000.00 | | |
| | - Workshop on Accounting Policies and Procedures | OSDS | Small Value Procurement | 2/1/2021 | 2/4/2021 | 2/5/2021 | 02/14/2021 | MOOE | 10,000.00 | 10,000.00 | | |
| | - Workshop on Program on Awards and Incentives for Service Excellence (PRAISE) | OSDS, CID,SGOD | Small Value Procurement | 1/4/2021 | 1/7/2021 | 1/8/2021 | 1/11/2021 | MOOE | 20,000.00 | 20,000.00 | | |
| | - Program on Awards and Incentives for Service Excellence (PRAISE) or Harvest of Excellence Awards | OSDS,CID,SGOD | Small Value Procurement | 10/4/2021 | 10/7/2021 | 10/8/2021 | 10/11/2021 | MOOE | 39,000.00 | 39,000.00 | | |
| | Sub-total | | | | | | | | 779,000.00 | 779,000.00 | | |
| 5020301000 | Common Supplies and Equipment (1st Quarter) | OSDS,CID,SGOD | Agency to Agency/Shopping | 1/4/2021 | 01/13/2021 | 01/18/2021 | 01/19/2021 | MOOE | 164,047.20 | 164,047.20 | | Supplies and equipment for office use |
| 5020301000 | Common Supplies and Equipment (2nd Quarter) | OSDS,CID,SGOD | Agency to Agency/Shopping | 4/8/2021 | 04/16/2021 | 04/19/2021 | 04/20/2021 | MOOE | 72,639.29 | 72,639.29 | | Supplies and equipment for office use |

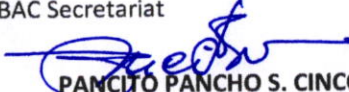
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|------------|---|---------------|---------------------------|-----------|------------|------------|------------|------|-------------------|-------------------|--|---------------------------------------|
| 5020301000 | Common Supplies and Equipment (3rd Quarter) | OSDS,CID,SGOD | Agency to Agency/Shopping | 7/8/2021 | 07/16/2021 | 07/19/2021 | 07/20/2021 | MOOE | 49,281.85 | 49,281.85 | | Supplies and equipment for office use |
| 5020301000 | Common Supplies and Equipment (4th Quarter) | OSDS,CID,SGOD | Agency to Agency/Shopping | 10/7/2021 | 10/15/2021 | 10/18/2021 | 10/19/2021 | MOOE | 22,686.54 | 22,686.54 | | Supplies and equipment for office use |
| | Sub-total | | | | | | | | 308,654.88 | 308,654.88 | | |

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| 5021304002 | Repair of Classrooms | | | | | | | | | | | School Buildings |
| | - Bongol ES | Bongol ES | Competitive Bidding | 11/9/2021 | 11/29/2020 | To be awarded upon receipt of SARO | BEFF | | 1,468,438.41 | | | 1,468,438.41 |
| 5021304002 | Electrification of Un-energized Schools and Modernization of Electrical Systems On-Grid Schools | | | | | | | | | | | |
| | - Brgy, E. Lopez NHS (SHS) | BELNHS(SHS) | Competitive Bidding | 11/9/2021 | 11/29/2020 | To be awarded upon receipt of SARO | BEFF | | 2,242,188.65 | | | 2,242,188.65 |
| | Sub-total | | | | | | | | 3,710,627.06 | | | 3,710,627.06 |
| | | | | | | | Total | | 9,591,626.94 | | | |

Prepared by: 
JOCYLINE A. DAWAL

Public Schools District Supervisor/BAC Secretariat
Certified Allotment Available:


PANCITO PANCITO S. CINCO
Administrative Officer V (Budget)

Recommending Approval:

ROWENA B. CALIMPONG, EdD, CESE
OIC - Asst. Schools Division Superintendent/BAC Chairperson


for: **SALVACION J. SENAYO**
Education Program Supervisor/BAC Vice-Chair

Approved:


CYNTHIA G. DEMAVIVAS, CESO V
Schools Division Superintendent