

## DepEd Division of Digos City (Annual Procurement Plan for FY 2020)

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/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Auditing Services	COA	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter		58,000.00	58,000.00		For Auditing Services of COA
2	Semi expendable equipments	ICT Unit	NP-53.5 Agency-to-Agency	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	290,000.00	290,000.00		For the procurement of semi expendable ICT equipment, office equipment and furniture/fixtures
3	Security Services	SDO/Admin	Direct Contracting	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	684,000.00	684,000.00		Procurement of Division Office Security Services
4	Drinking Water	Whole Division Office	NP-53.9 - Small Value Procurement	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	38,400.00	38,400.00		For the procurement of Distilled Drinking Water
5	Fidelity Bond Premium	SDS,Cashier, AOV	Direct Contracting	N/A	N/A	N/A	N/A	GoP	157,500.00	157,500.00		For Fidelity Bonds Premiums of the accountable officers/ SDS, Cashier, and AOV
6	Accountable Forms	Cashier, Finance	Direct Contracting	N/A	N/A	N/A	N/A	GoP	22,750.00	22,750.00		Accountable Forms - Checkbooklets
7	Communication Expenses	SDS,ASDS,SGOD,CID,Budget and Finance,BAC	Direct Contracting	N/A	N/A	N/A	N/A	GoP	437,500.00	437,500.00		Telephone expenses (Modile Phones) and cell cards for Division Personnel
8	Fuel, Oil and Lubricants	Admin, SDS, SGOD, CID	NP-53.9 - Small Value Procurement	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	64,800.00	64,800.00		For the procurement of Fuel, Oil and Lubricants of the Division Service Vehicle

9	Utilities for daily operations	Whole Division Office, Admin.	Direct Contracting	N/A	N/A	N/A	N/A	GoP	1,628,100.00	1,628,100.00		For Water and Electricity Bills, Landline Telephone Bills, Internet Subscription Expenses
10	Repair and Maintenance	SGOD	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	120,000.00	120,000.00		For Office Building Repair
11	Repair and Maintenance	SGOD	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	90,000.00	90,000.00		For repair of Other Structures
12	Repair and Maintenance	SGOD,CID, SDO	Direct Contracting	2nd to 4th Quarter	2nd to 4th Quarter	2nd to 4th Quarter	2nd to 4th Quarter	GoP	67,950.00	67,950.00		For the repair and maintenance of airconditioning units, ICT equipments,furniture and fixtures, Motor and Vehicle
13	Drugs and Medicines	Health Unit/SGOD	Shopping	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	5,000.00	5,000.00		For the procurement of drugs and medicine
14	Postage and Courier Expenses	Admin, BAC,Accounting	Direct Contracting	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	4,000.00	4,000.00		For communication sent through courier
15	Other Supplies and Materials	SDO, CID, Admin, SGOD	NP-53.9 - Small Value Procurement	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	566,000.00	566,000.00		For the procurement of other supplies & materials, master roll, film, ink of photo copier and duplicating machine
16	Taxes, Duties, Licenses	Finance, Cashier, SDO	Direct Contracting	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	50,000.00	50,000.00		For payment of taxex, duties and insurances
17	Catering expenses during Mancoms, DMEA, Assemblies, Conferences	SGOD, CID, SDO, Finance	NP-53.9 - Small Value Procurement	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	242,000.00	242,000.00		Meals during Mancom,DMEA, Conferences and other activities
18	Health Services	SGOD,Health Unit	Direct Contracting	March	March	March	March	GoP	135,000.00	135,000.00		For Annual Checkup of division personnel

19	Traveling expenses and Registration fees	Division Personnel	Direct Contracting	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	458,400.00	458,400.00		Traveling expenses and registration fees during attendance to conferences and meetings
20	INSET	Offices of SDS, ASDS, SGOD, CID	Direct Contracting	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	1,199,000.00	1,199,000.00		INSET for the attendance of division, regional and national trainings/seminars and for the conduct of division trainings/seminars and other activities
21	Travelling Expenses	SGOD,CID, SDO	Direct Contracting	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	1st to 4th Quarter	GoP	171,600.00	171,600.00		Transportation expenses for travel of division personnel while on attendance to meetings/conferences and on official business and for division supervisors for monitoring/supervising schools' acitiivities.
							Grand Total	GoP	6,490,000.00	6,490,000.00		

Prepared by:



**IDA I. JUEZAN**  
BAC Secretariat-Head

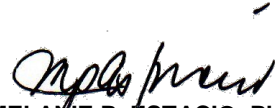
Funds Available:

Funds Available: Php 6,490,000.00



**NEPTUNE L. TAMBILAWAN**  
Administrative Officer V-Budget

Recommending Approval:



**MELANIE P. ESTACIO, Ph.D**  
BAC Chairperson  
Assistant Schools Division Superin

Approved:



**CRISTY C. EPE**  
Schools Division Superintendent









			Competitive Bidding	Indicate Date	Indicate Date	Indicate Date	Indicate Date		0			
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			Competitive Bidding	Indicate Date	Indicate Date	Indicate Date	Indicate Date		0			
			Competitive Bidding	Indicate Date	Indicate Date	Indicate Date	Indicate Date		0			
			Limited Source Bid	Indicate Date	Indicate Date	Indicate Date	Indicate Date		0			
			Direct Contracting	N/A	N/A	Indicate Date	Indicate Date		0			
			Repeat Order	N/A	N/A	Indicate Date	Indicate Date		0			
			Shopping	Indicate Date	N/A	Indicate Date	Indicate Date		0			
			NP-53.1 Two Failed	Indicate Date	N/A	Indicate Date	Indicate Date		0			
			NP-53.2 Emergenc	N/A	N/A	Indicate Date	Indicate Date		0			
			NP-53.3 Take-Over	N/A	N/A	Indicate Date	Indicate Date		0			
			NP-53.4 Adjacent c	N/A	N/A	Indicate Date	Indicate Date		0			
			NP-53.5 Agency-to	N/A	N/A	Indicate Date	Indicate Date		0			
			NP-53.6 Scientific,	N/A	N/A	Indicate Date	Indicate Date		0			
			NP-53.7 Highly Tec	N/A	N/A	Indicate Date	Indicate Date		0			
			NP-53.8 Defense C	N/A	N/A	Indicate Date	Indicate Date		0			
			NP-53.9 - Small Va	Indicate Date	N/A	Indicate Date	Indicate Date		0			
			NP-53.10 Lease of	N/A	N/A	Indicate Date	Indicate Date		0			
			NP-53.11 NGO Par	Indicate Date	N/A	Indicate Date	Indicate Date		0			
			NP-53.12 Commun	N/A	N/A	Indicate Date	Indicate Date		0			
			NP-53.13 UN Agen	N/A	N/A	Indicate Date	Indicate Date		0			