

DEPED, DIVISION OF ESCALANTE CITY

Annual Procurement Plan for FY 2023

Code (PA P)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity	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/Quotations	Notice of Award	Contract Signing	Total	MOOE		CO			
	Procurement of Security Services	Admin Officer V-General Services	Yes	Public Bidding	4th week of October 2022	3rd week of November 2022	4th week of November 2022	1st week of December 2022	GoP	276,000.00	276,000.00	0.00	Ensure safety of SDO properties and personnel; charged to Other General Services Expenses		
	Procurement of Office & Other Supplies	Supply Officer	Yes	Public Bidding	4th week of October 2022	3rd week of November 2022	4th week of November 2022	1st week of December 2022	GoP	500,000.00	500,000.00	0.00	ensure availability of supplies for office operations & trainings; charged to Office Supplies Expenses & Other Supplies & materials Expenses		
	Procurement of Fuel, Oil & Lubricants	Supply Officer	No	Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	420,000.00	420,000.00	0.00	ensure serviceability of motor vehicles for official travels of officials & personnel; charged to Fuel, Oil & Lubricant expenses		
	Procurement of Drinking Water for Division Office Personnel	Supply Officer	No	Small Value Procurement	1st week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023	GoP	19,200.00	19,200.00	0.00	ensure the health and well being of SDO personnel		
	Procurement of Venue for the conduct of monthly DCEL	SEPS-HRD	No	Small Value Procurement	1st week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023	GoP	54,000.00	54,000.00	0.00	to provide venue for monthly DCEL		
	Procurement of Meals & Snacks for the conduct of quarterly DMEA, Mid Year & Yearn End Performance Review & English Proficiency Test for Teacher I applicants	SEPS-HRD/EPS II M&E	No	Small Value Procurement	4th week of February 2023	1st week of March 2023	1st week of March 2023	1st week of March 2023	GoP	125,200.00	125,200.00	0.00	to provide meals & snacks for quarterly DMEA		
	Procurement of Accountable Forms (OR & Checks)	AO IV-Cash	No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	3,800.00	3,800.00	0.00	to ensure collection & disbursement of funds		

Procurement of Services (Repair & Maintenance of Motor Vehicle)	Admin Officer V-General Services	No	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	GoP	48,750.00	48,750.00	0.00	ensure serviceability of motor vehicles for official travels of officials & personnel; charged to RM Motor Vehicles Expense
Procurement of Insurance Coverage for Deped Vehicle (Strada)	Admin Officer V-General Services	No	Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	GoP	8,500.00	8,500.00	0.00	ensure Deped vehicle is protected by insurance coverage
Procurement of Signal Repeater /Booster for Cellphone Reception	ITO	No	Small Value Procurement	1st week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023	GoP	30,000.00	30,000.00	0.00	to improve and enhance cellphone reception of the SDO Office
Procurement of Board and Lodging for the conduct of Instructional Leadership Course, Capacity Building on Designing and Digitization of 21st Century Assessment (Secondary English, Science, and Math) - Grades 7-10	SEPS-HRD	Yes	Public Bidding	4th week of October 2022	3rd week of November 2022	4th week of November 2022	1st week of December 2022			GoP	1,314,000.00	1,314,000.00	0.00	to provide suitable venue for the conduct of trainings & seminars
Procurement of Supplies & materials for the conduct of Division Search for Service Excellence	SEPS-HRD	No	Small Value Procurement	1st week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023			GoP	45,000.00	45,000.00	0.00	to provide meals & snacks for the conduct of trainings & seminars
Procurement of Meals & Snacks for the conduct of Division Search for Service Excellence	SEPS-HRD	No	Small Value Procurement	1st week of June 2023	2nd week of June 2023	2nd week of June 2023	2nd week of June 2023			GoP	125,000.00	125,000.00	0.00	to provide meals & snacks for the conduct of trainings & seminars
TOTAL											2,969,450.00	2,969,450.00		

Prepared by:

Reviewed:

Certified Funds Available: -

Recommending Approval:

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