

BUENAVISTA ELEMENTARY SCHOOL - Indicative Annual Procurement Plan for FY 2025

DIVISION OF ESCALANTE CITY
RECEIVED
 20 AUG 2024
[Signature]

PROCUREMENT PROJECT	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/ Posting of IB/RFQ	Submission/ Opening of Bids/ Quotations	Notice of Award	Contract Signing/PO		Total	MOOE	CO	
Procure supplies for the development of assessment tools for the Periodic Test and DUQE for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	4,000.00	4,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of Periodic Test and DUQE materials
Procure supplies for the development of assessment tools for the Periodic Test and DUQE for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	4,000.00	4,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of Periodic Test and DUQE materials
Procure supplies for the development of assessment tools for the Periodic Test and DUQE for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	3,000.00	3,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of Periodic Test and DUQE materials
Procure supplies for the development of assessment tools for the Periodic Test and DUQE for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	4,000.00	4,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of Periodic Test and DUQE materials
Procure supplies for the development of assessment tools for the summative test in all learning areas for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	3,000.00	3,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of assessment tools for the summative test in all learning areas
Procure supplies for the development of assessment tools for the summative test in all learning areas for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	4,000.00	4,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of assessment tools for the summative test in all learning areas
Procure supplies for the development of assessment tools for the summative test in all learning areas for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	3,000.00	3,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of assessment tools for the summative test in all learning areas
Procure supplies for the development of assessment tools for the summative test in all learning areas for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	4,000.00	4,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of assessment tools for the summative test in all learning areas
Procure supplies for the development of assessment tools for the Performance task in all learning areas for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	3,000.00	3,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of assessment tools for the PT in all learning areas
Procure supplies for the development of assessment tools for the Performance task in all learning areas for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	4,000.00	4,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of assessment tools for the PT in all learning areas
Procure supplies for the development of assessment tools for the Performance task in all learning areas for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	3,000.00	3,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of assessment tools for the PT in all learning areas

DEPED, DIV. OF ESCALANTE CITY
BUDGET SECTION
 DATE: AUG 21 2024
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Procure supplies for the development of assessment tools for the Performance task in all learning areas for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	4,000.00	4,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of assessment tools for the PT in all learning areas
Procure supplies for the development of learning materials for the Key stage 1 for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	1,250.00	1,250.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for the key stage 1
Procure supplies for the development of learning materials for the Key stage 1 for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	1,250.00	1,250.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for the key stage 1
Procure supplies for the development of learning materials for the Key stage 1 for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	1,250.00	1,250.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for the key stage 1
Procure supplies for the development of learning materials for the Key stage 1 for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	1,250.00	1,250.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for the key stage 1
Procure supplies for the development of learning materials for the Key stage 2 for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	1,250.00	1,250.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for the key stage 2
Procure supplies for the development of learning materials for the Key stage 2 for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	1,250.00	1,250.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for the key stage 2
Procure supplies for the development of learning materials for the Key stage 2 for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	1,250.00	1,250.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for the key stage 2
Procure supplies for the development of learning materials for the Key stage 2 for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	1,250.00	1,250.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for the key stage 2
Procure supplies for the development of learning materials for literacy intervention for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	1,750.00	1,750.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for literacy intervention
Procure supplies for the development of learning materials for literacy intervention for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	1,750.00	1,750.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for literacy intervention
Procure supplies for the development of learning materials for literacy intervention for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	1,750.00	1,750.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for literacy intervention
Procure supplies for the development of learning materials for literacy intervention for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	1,750.00	1,750.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for literacy intervention

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Procure supplies for the development of learning materials for numeracy intervention for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	1,000.00	1,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for numeracy intervention
Procure supplies for the development of learning materials for numeracy intervention for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	1,000.00	1,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for numeracy intervention
Procure supplies for the development of learning materials for numeracy intervention for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	1,000.00	1,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for numeracy intervention
Procure supplies for the development of learning materials for numeracy intervention for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	1,000.00	1,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of learning materials for numeracy intervention
Procure supplies for the conduct of 30-minute literacy focused for Grade 1-2 for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	445.00	445.00	N/A	To ensure the availability of supplies to be used in the reproduction of 30-minute literacy focused materials
Procure supplies for the conduct of 30-minute literacy focused for Grade 1-2 for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	445.00	445.00	N/A	To ensure the availability of supplies to be used in the reproduction of 30-minute literacy focused materials
Procure supplies for the conduct of 30-minute literacy focused for Grade 1-2 for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	445.00	445.00	N/A	To ensure the availability of supplies to be used in the reproduction of 30-minute literacy focused materials
Procure supplies for the conduct of 30-minute literacy focused for Grade 1-2 for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	445.00	445.00	N/A	To ensure the availability of supplies to be used in the reproduction of 30-minute literacy focused materials
Conduct Division CRLA assessment to Key Stage 1 for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	1,000.00	1,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of CRLA assessment tool
Conduct Division CRLA assessment to Key Stage 1 for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	1,000.00	1,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of CRLA assessment tool
Conduct Division Phil IRI assessment to Key stage 2 for the month February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	1,000.00	1,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of PHIL-IRI assessment tool
Conduct Division Phil IRI assessment to Key stage 2 for the month August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	1,000.00	1,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of PHIL-IRI assessment tool

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Conduct Division E-RUNT to all learners for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	500.00	500.00	N/A	To ensure the availability of supplies to be used in the reproduction of E-RUNT pre-test materials
Conduct Division E-RUNT to all learners for the month of May	School Property Custodian	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	500.00	500.00	N/A	To ensure the availability of supplies to be used in the reproduction of E-RUNT mid-test materials
Conduct Division E-RUNT to all learners for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	500.00	500.00	N/A	To ensure the availability of supplies to be used in the reproduction of E-RUNT post-test materials
Implement school innovation for literacy/numeracy for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	10,000.00	10,000.00	N/A	To ensure the availability of supplies to be used in the reproduction of school initiated literacy/numeracy materials
Implement the research to improve learning for the month of February	School Property Custodian	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	1,000.00	1,000.00	N/A	To ensure the availability of supplies to be used in the reproduction research materials
Procure Semi-Expendable / Printing Equipment for the month of March	School Property Custodian	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	15,600.00	15,600.00	N/A	Purchase of Printing Equipment to ensure continuous reproduction of Learning Materials
Procure Semi-Expendable / Printing Equipment for the month of June	School Property Custodian	No	Small Value Procurement	May 1st week	May 2nd week	May 3rd week	Purchase Order	School MOOE	7,800.00	7,800.00	N/A	Purchase of Printing Equipment to ensure continuous reproduction of Learning Materials
Procure Semi-Expendable / Printing Equipment for the month of September	School Property Custodian	No	Small Value Procurement	August 1st week	August 2nd week	August 3rd week	Purchase Order	School MOOE	7,800.00	7,800.00	N/A	Purchase of Printing Equipment to ensure continuous reproduction of Learning Materials
Procure Sports Equipment for the month of March	School Sports Coordinator	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	10,000.00	10,000.00	N/A	Purchase of sports equipment for learners
Procure hygiene supplies for teachers and learners for the month of March	School Property Custodian	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	15,000.00	15,000.00	N/A	Purchase of hygiene supplies for teachers and learners for the month of March
Procure hygiene supplies for teachers and learners for the month of July	School Property Custodian	No	Small Value Procurement	June 1st week	June 2nd week	June 3rd week	Purchase Order	School MOOE	18,400.00	18,400.00	N/A	Purchase of hygiene supplies for teachers and learners for the month of July
Procure hygiene supplies for teachers and learners for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	15,000.00	15,000.00	N/A	Purchase of hygiene supplies for teachers and learners for the month of November
Procure medicine for teachers and learners for the month of March	School Property Custodian	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	2,000.00	2,000.00	N/A	Purchase of medicine for teachers and learners for the month of March
Procure meals and snacks during the capability building for Women's Month celebration April	School Property Custodian	No	Small Value Procurement	March 1st week	March 2nd week	March 3rd week	Purchase Order	School MOOE	7,000.00	7,000.00	N/A	Purchase of meals and snacks during the capability building for Women's Month celebration April
Conduct procurement of meals and snacks for the 18-Day campaign to End Violence Against Women for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	2,500.00	2,500.00	N/A	Purchase of meals and snacks for the 18-Day campaign to End Violence Against Women
Procure meals and snacks during the Buwan ng wika culmination for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	2,000.00	2,000.00	N/A	Purchase of supplies for the learners during the Children's month culmination for the month of November

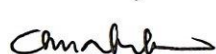
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Procure materials for the repair of ceiling of two classrooms Food for Work Building for the month of March	School PFC	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	19,500.00	19,500.00	N/A	Purchase of materials for the repair of ceiling of two classrooms Food for Work Building
Procure materials for the repair of ceiling of two classrooms Bagong Lipunan Building for the month of April	School PFC	No	Small Value Procurement	March 1st week	March 2nd week	March 3rd week	Purchase Order	School MOOE	19,500.00	19,500.00	N/A	Purchase of materials for the repair of two classrooms Bagong Lipunan Building
Procure materials for the repair of one classroom door Food for work Building for the month of May	School PFC	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	7,800.00	7,800.00	N/A	Purchase materials of repair of one classroom door Food for work Building
Procure materials for the construction of water drainage for the month of May	School PFC	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	16,250.00	16,250.00	N/A	Purchase of materials for the construction of water drainage
Procure of materials for the repair of Principal's Office for the month of February	School PFC	No	Small Value Procurement	January 1st week	January 2nd week	January 3rd week	Purchase Order	School MOOE	16,250.00	16,250.00	N/A	Purchase of of materials for the repair of Principal's Office
Procure materials for the repair of two-classroom windows of Food for Work for Work Building for the month of August	School PFC	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	26,000.00	26,000.00	N/A	Purchase of materials for the repair of two-classroom windows of Food for Work for Work Building
Procure materials for the repair of comfort room of Lumayno Type Building for the month of September	School PFC	No	Small Value Procurement	August 1st week	August 2nd week	August 3rd week	Purchase Order	School MOOE	8,450.00	8,450.00	N/A	Purchase of materials for the repair of comfort room of Lumayno Type Building
Procure materials for the repair of ceiling of stage for the month of March	School PFC	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	26,000.00	26,000.00	N/A	Purchase of materials for the repair of ceiling of stage
Procure materials for the repair of feeding center for the month of November	School PFC	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	13,000.00	13,000.00	N/A	Purchase of materials for the repair of feeding center

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Procure meal for the teachers during Nutrition Month culmination for the month of July	School Feeding Coordinator	No	Small Value Procurement	June 1st week	June 2nd week	June 3rd week	Purchase Order	School MOOE	2,000.00	2,000.00	N/A	Purchase of meal for the teachers during Nutrition Month culmination
Procure DRRM equipment for safety learning environment for the month of March	School DRRM Coordinator	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	6,000.00	6,000.00	N/A	Procure DRRM equipment for safety learning environment for the month of March
Conduct SLAC sessions for the month of March	School HRD Coordinator	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	1,500.00	1,500.00	N/A	Purchase of snacks to teachers during the conduct of school LAC
Conduct SLAC sessions for the month of April	School HRD Coordinator	No	Small Value Procurement	March 1st week	March 2nd week	March 3rd week	Purchase Order	School MOOE	1,500.00	1,500.00	N/A	Purchase of snacks to teachers during the conduct of school LAC
Conduct SLAC sessions for the month of May	School HRD Coordinator	No	Small Value Procurement	April 1st week	April 2nd week	April 3rd week	Purchase Order	School MOOE	1,500.00	1,500.00	N/A	Purchase of snacks to teachers during the conduct of school LAC
Conduct SLAC sessions for the month of June	School HRD Coordinator	No	Small Value Procurement	May 1st week	May 2nd week	May 3rd week	Purchase Order	School MOOE	1,500.00	1,500.00	N/A	Purchase of snacks to teachers during the conduct of school LAC
Conduct SLAC sessions for the month of August	School HRD Coordinator	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	1,500.00	1,500.00	N/A	Purchase of snacks to teachers during the conduct of school LAC
Conduct SLAC sessions for the month of September	School HRD Coordinator	No	Small Value Procurement	August 1st week	August 2nd week	August 3rd week	Purchase Order	School MOOE	1,500.00	1,500.00	N/A	Purchase of snacks to teachers during the conduct of school LAC
Conduct SLAC sessions for the month of October	School HRD Coordinator	No	Small Value Procurement	September 1st week	September 2nd week	September 3rd week	Purchase Order	School MOOE	1,500.00	1,500.00	N/A	Purchase of snacks to teachers during the conduct of school LAC
Conduct SLAC sessions for the month of November	School HRD Coordinator	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	1,500.00	1,500.00	N/A	Purchase of snacks to teachers during the conduct of school LAC
Conduct SLAC sessions for the month of December	School HRD Coordinator	No	Small Value Procurement	November 1st week	November 2nd week	November 3rd week	Purchase Order	School MOOE	1,500.00	1,500.00	N/A	Purchase of snacks to teachers during the conduct of school LAC
Conduct In-Service Training for Teachers (INSET) for the month of March	School HRD Coordinator	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	22,500.00	22,500.00	N/A	Purchase of snacks to teachers during the conduct of school-based INSET
Procure meals and snacks to teachers during Teacher's Month Celebration for the month of October	School HRD Coordinator	No	Small Value Procurement	September 1st week	September 2nd week	September 3rd week	Purchase Order	School MOOE	5,000.00	5,000.00	N/A	Purchase of meals and snacks to teachers during teacher's day celebration


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Conduct performance rewarding and development planning to all school personnel for the month of October	School HRD Coordinator	No	Small Value Procurement	September 1st week	September 2nd week	September 3rd week	Purchase Order	School MOOE	3,000.00	3,000.00	N/A	Purchase of snacks to teachers during the conduct of performance awarding
Provide awards and recognition to teachers with exemplary performance for the month of June	School HRD Coordinator	No	Small Value Procurement	May 1st week	May 2nd week	May 3rd week	Purchase Order	School MOOE	3,000.00	3,000.00	N/A	Purchase of food for the awarding and recognition of teachers with exemplary performance
Procure supplies for parents during PTA General assembly for the month of August	School HRD Coordinator	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	5,000.00	5,000.00	N/A	Purchase of supplies for parents during PTA General assembly
Procure snacks for the stakeholders during Brigada Eskwela Kick off for the month of August	School HRD Coordinator	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	5,000.00	5,000.00	N/A	Purchase of snacks for the stakeholders during Brigada Eskwela Kick off
Conduct Stakeholders' appreciation day for the month of August	School HRD Coordinator	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	3,000.00	3,000.00	N/A	Purchase of snacks for the participants during the Conduct Stakeholders' appreciation day
Conduct of quarterly SMEA Conferences for the month of March	School SMEA Coordinator	No	Small Value Procurement	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	2,400.00	2,400.00	N/A	Purchase of snacks for participants during the conduct of quarterly SMEA Conference
Conduct of quarterly SMEA Conferences for the month of June	School SMEA Coordinator	No	Small Value Procurement	May 1st week	May 2nd week	May 3rd week	Purchase Order	School MOOE	2,400.00	2,400.00	N/A	Purchase of snacks for participants during the conduct of quarterly SMEA Conference
Conduct of quarterly SMEA Conferences for the month of September	School SMEA Coordinator	No	Small Value Procurement	August 1st week	August 2nd week	August 3rd week	Purchase Order	School MOOE	2,400.00	2,400.00	N/A	Purchase of snacks for participants during the conduct of quarterly SMEA Conference
Conduct of quarterly SMEA Conferences for the month of December	School SMEA Coordinator	No	Small Value Procurement	November 1st week	November 2nd week	November 3rd week	Purchase Order	School MOOE	2,400.00	2,400.00	N/A	Purchase of snacks for participants during the conduct of quarterly SMEA Conference
Procurement of supplies for the implementation of graduation ceremony for the month of April	School Property Custodian	No	Small Value Procurement	March 1st week	March 2nd week	March 3rd week	Purchase Order	School MOOE	18,350.00	18,350.00	N/A	Purchase of supplies for the implementation of graduation ceremony for the month of April
Procure meals and snacks for the conduct of graduation ceremony for the month of April	School Property Custodian	No	Small Value Procurement	March 1st week	March 2nd week	March 3rd week	Purchase Order	School MOOE	13,000.00	13,000.00	N/A	Procure meals and snacks for the conduct of graduation ceremony for the month of April
Pay fuel expense for school ground mowing for the month of March	School Property Custodian	No	Direct Retail Purchase	February 1st week	February 2nd week	February 3rd week	Purchase Order	School MOOE	2,000.00	2,000.00	N/A	Purchase of fuel & lubricant for lawn mower to maintain school ground cleanliness and beautification
Pay fuel expense for school ground mowing for the month of June	School Property Custodian	No	Direct Retail Purchase	May 1st week	May 2nd week	May 3rd week	Purchase Order	School MOOE	2,000.00	2,000.00	N/A	Purchase of fuel & lubricant for lawn mower to maintain school ground cleanliness and beautification
Pay fuel expense for school ground mowing for the month of September	School Property Custodian	No	Direct Retail Purchase	August 1st week	August 2nd week	August 3rd week	Purchase Order	School MOOE	2,000.00	2,000.00	N/A	Purchase of fuel & lubricant for lawn mower to maintain school ground cleanliness and beautification
Pay fuel expense for school ground mowing for the month of December	School Property Custodian	No	Direct Retail Purchase	November 1st week	November 2nd week	November 3rd week	Purchase Order	School MOOE	2,000.00	2,000.00	N/A	Purchase of fuel & lubricant for lawn mower to maintain school ground cleanliness and beautification

PROCUREMENT PROJECT	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/ Posting of IB/RFQ	Submission/ Opening of Bids/ Quotations	Notice of Award	Contract Signing/PO		Total	MOOE	CO	
Pay the Printing of Tarpaulin for information dissemination for the month of August	School ICT Coordinator	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	500.00	500.00	N/A	Payment of the Printing of Tarpaulins for schools information
Pay the Printing of Tarpaulin for information dissemination for the month of September	School ICT Coordinator	No	Small Value Procurement	August 1st week	August 2nd week	August 3rd week	Purchase Order	School MOOE	500.00	500.00	N/A	Payment of the Printing of Tarpaulins for schools information
Pay the Printing of Tarpaulin for information dissemination for the month of October	School ICT Coordinator	No	Small Value Procurement	September 1st week	September 2nd week	September 3rd week	Purchase Order	School MOOE	500.00	500.00	N/A	Payment of the Printing of Tarpaulins for schools information
Pay the Printing of Tarpaulin for information dissemination for the month of November	School ICT Coordinator	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	500.00	500.00	N/A	Payment of the Printing of Tarpaulins for schools information
Pay fidelity bond of School Head for the month of June	School Head	No	Agency-to-Agency	N/A	N/A	N/A	N/A	School MOOE	1,500.00	1,500.00	N/A	Ensured continuous school operations by complying Public Bonding Law
Procure checkbook for the month of April	School Head	No	Agency-to-Agency	N/A	N/A	N/A	N/A	School MOOE	1,140.00	1,140.00	N/A	Procure of accountable forms
Procure office supplies for administrative use for the month of June	School Property Custodian	No	Small Value Procurement	May 1st week	May 2nd week	May 3rd week	Purchase Order	School MOOE	6,000.00	6,000.00	N/A	To ensure the availability of supplies for administrative use
Procure office supplies for administrative use for the month of August	School Property Custodian	No	Small Value Procurement	July 1st week	July 2nd week	July 3rd week	Purchase Order	School MOOE	6,000.00	6,000.00	N/A	To ensure the availability of supplies for administrative use
Procure office supplies for administrative use for the month of September	School Property Custodian	No	Small Value Procurement	August 1st week	August 2nd week	August 3rd week	Purchase Order	School MOOE	6,000.00	6,000.00	N/A	To ensure the availability of supplies for administrative use
Procure office supplies for administrative use for the month of November	School Property Custodian	No	Small Value Procurement	October 1st week	October 2nd week	October 3rd week	Purchase Order	School MOOE	6,000.00	6,000.00	N/A	To ensure the availability of supplies for administrative use
Procure meal and snack for 2025 Pasidungog sa Yutang Bulahan for the month of October	School GAD Coordinator	No	Small Value Procurement	September 1st week	September 2nd week	September 3rd week	Purchase Order	School MOOE	7,000.00	7,000.00	N/A	Purchase of meal and snack for participants during the conduct of 18-day campaign

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