

INDICATIVE ANNUAL PROCUREMENT PLAN (APP) 2025

DON ESTEBAN DELA RAMA ELEMENTARY SCHOOL (DEDRES)

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/RFO	Submission/ Opening of Bids/ Quotations	Notice of Award	Contract Signing/PO		Total	MOOE	
JANUARY 2025											
Procurement of snacks for the Conduct of SLAC	HRTD Coordinator	No	Small Value Procurement	1st week of January	2nd week of January	2nd week of January	2nd week of January	SMOOE	1,000.00	1,000.00	PM Snacks
Procurement of office supplies for the reproduction of various assessment tools	Property custodian	No	Small Value Procurement	1st week of January	2nd week of January	2nd week of January	2nd week of January	SMOOE	15,000.00	15,000.00	Bondpaper, Ink, etc.
Procurement of Tarpaulins	Property custodian	No	Small Value Procurement	1st week of January	2nd week of January	2nd week of January	2nd week of January	SMOOE	1,000.00	1,000.00	3X4 Tarp, 4x8 Tarp.
Procurement of Water Dispenser	Property custodian	No	Small Value Procurement	1st week of February	2nd week of February	2nd week of February	2nd week of February	SMOOE	10,000.00	10,000.00	Water Dispenser
MARCH 2025											
Procurement of snacks for the Conduct of SLAC	HRTD Coordinator	No	Small Value Procurement	1st week of March	2nd week of March	2nd week of March	2nd week of March	SMOOE	1,000.00	1,000.00	PM Snacks
Procurement of Tarpaulins	Property custodian	No	Small Value Procurement	1st week of March	2nd week of March	2nd week of March	2nd week of March	SMOOE	1,000.00	1,000.00	3X4 Tarp, 4x8 Tarp.
Procurement of office supplies for the reproduction of various assessment tools	Property custodian	No	Small Value Procurement	1st week of March	2nd week of March	2nd week of March	2nd week of March	SMOOE	15,000.00	15,000.00	Bondpaper, Ink, etc.
Procurement of Materials and Supplies for Rehabilitation of School Canteen	School PFC	No	Small Value Procurement	1st week of March	2nd week of March	2nd week of March	2nd week of March	SMOOE	32,500.00	32,500.00	Cement, Gravel, Sand, etc.

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APRIL 2025																			
Procurement of snacks for the Conduct of SLAC	HRTD Coordinator	No	Small Value Procurement	1st week of April	2nd week of April	2nd week of April	2nd week of April	SMOOE	1,000.00	1,000.00	PM Snacks								
the reproduction of quarterly assessment tools	Property custodian	No	Small Value Procurement	1st week of April	2nd week of April	2nd week of April	2nd week of April	SMOOE	15,000.00	15,000.00	Bondpaper, Ink, etc.								
Procurement of Tarpaulins	Property custodian	No	Small Value Procurement	1st week of April	2nd week of April	2nd week of April	2nd week of April	SMOOE	1,000.00	1,000.00	3X4 Tarp, 4x8 Tarp.								
Procurement of Materials and Supplies for Repainting of School Fence and Flower Boxes	Property custodian	No	Small Value Procurement	1st week of April	2nd week of April	2nd week of April	2nd week of April	SMOOE	13,000.00	13,000.00	Printer								
MAY 2025																			
Procurement of snacks for the Conduct of SLAC	HRTD Coordinator	No	Small Value Procurement	1st week of May	2nd week of May	2nd week of May	2nd week of May	SMOOE	1,000.00	1,000.00	PM Snacks								
Procurement of office supplies for office use	Property custodian	No	Small Value Procurement	1st week of May	2nd week of May	2nd week of May	2nd week of May	SMOOE	15,000.00	15,000.00	Bondpaper, Ink, etc.								
Procurement of Tarpaulins	Property custodian	No	Small Value Procurement	1st week of April	2nd week of April	2nd week of April	2nd week of April	SMOOE	1,000.00	1,000.00	3X4 Tarp, 4x8 Tarp.								
Procurement of Materials and Supplies for Perimeter Fence	Property custodian	No	Small Value Procurement	1st week of April	2nd week of April	2nd week of April	2nd week of April	SMOOE	72,781.80	72,781.80	Cement, Gravel, Sand, etc.								
Procurement of Office Supplies for Moving Up Ceremonies	Property custodian	No	Small Value Procurement	1st week of April	2nd week of April	2nd week of April	2nd week of April	SMOOE	8,528.00	8,528.00	Worx, Certificate Holder, etc.								
JUNE 2025																			
Procurement of snacks for the Conduct of SLAC	M & E Coordinator	No	Small Value Procurement	1st week of June	2nd week of June	2nd week of June	2nd week of June	SMOOE	1,000.00	1,000.00	PM Snacks								
Procurement of office supplies for the reproduction of quarterly assessment tools	Property custodian	No	Small Value Procurement	1st week of June	2nd week of June	2nd week of June	2nd week of June	SMOOE	15,000.00	15,000.00	Bondpaper, Ink, etc.								
Procurement of Tarpaulins	Property custodian	No	Small Value Procurement	1st week of June	2nd week of June	2nd week of June	2nd week of June	SMOOE	1,000.00	1,000.00	3X4 Tarp, 4x8 Tarp.								
Procurement of meals and snacks for Graduation Ceremonies 2024	Grade VI Adviser	No	Small Value Procurement	1st week of June	2nd week of June	2nd week of June	2nd week of June	SMOOE	9,000.00	9,000.00	Meals, Snacks, Drinks, etc.								
JULY 2025																			
Procurement of office supplies for the reproduction of quarterly assessment tools	Property custodian	No	Small Value Procurement	1st week of July	2nd week of July	2nd week of July	2nd week of July	SMOOE	15,000.00	15,000.00	Bondpaper, Ink, etc.								
Procurement of snacks for the Conduct of Brigada Eskwela Kick Off	B.E. Coordinator	No	Small Value Procurement	1st week of July	2nd week of July	2nd week of July	2nd week of July	SMOOE	4,000.00	4,000.00	AM/PM Snacks								
Procurement of Other Materials and Supplies for Stakeholders Recognition	Property custodian	No	Small Value Procurement	1st week of July	2nd week of July	2nd week of July	2nd week of July	SMOOE	5,000.00	5,000.00	Worx, Certificate Holder, etc.								

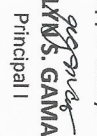
Procurement of Meals and Snacks for Stakeholders Recognition	B.E. Coordinator	No	Small Value Procurement	1st week of July	2nd week of July	2nd week of July	2nd week of July	SMOOE	5000	5,000.00	Meals, Snacks, Drinks, etc.
AUGUST 2025											
Procurement of office supplies for the reproduction of quarterly assessment tools	Property custodian	No	Small Value Procurement	1st week of August	2nd week of August	2nd week of August	2nd week of August	SMOOE	15,000.00	15,000.00	Bondpaper, Ink, etc.
SEPTEMBER 2025											
Procurement of snacks for the Conduct of SLAC	HRTD Coordinator	No	Small Value Procurement	1st week of September	2nd week of September	2nd week of September	2nd week of September	SMOOE	1,000.00	1,000.00	PM Snacks
Procurement of gasoline and oil to be used for grass cutting	School PFC Coordinator	No	Direct Retail Purchase	1st week of July	2nd week of July	2nd week of July	2nd week of July	SMOOE	600.00	600.00	Gasoline, Oil & Lubricants
Procurement of Tarpaullins	Property custodian	No	Small Value Procurement	1st week of June	2nd week of June	2nd week of June	2nd week of June	SMOOE	1,000.00	1,000.00	3X4 Tarp, 4x8 Tarp.
Procurement of office supplies for the reproduction of quarterly assessment tools	Property custodian	No	Small Value Procurement	1st week of August	2nd week of August	2nd week of August	2nd week of August	SMOOE	15,000.00	15,000.00	Bondpaper, Ink, etc.
OCTOBER 2025											
Procurement of snacks for the Conduct of SLAC	HRTD Coordinator	No	Small Value Procurement	1st week of October	2nd week of October	2nd week of October	2nd week of October	SMOOE	1,000.00	1,000.00	PM Snacks
Procurement of Tarpaullins	Property custodian	No	Small Value Procurement	1st week of October	2nd week of October	2nd week of October	2nd week of October	SMOOE	500.00	500.00	3X4 Tarp, 4x8 Tarp.
Procurement of office supplies for office use	Property custodian	No	Small Value Procurement	1st week of October	2nd week of October	2nd week of October	2nd week of October	SMOOE	15,000.00	15,000.00	Ensure availability of office supplies for office use
Procurement of Meals and Snacks during Conduct of INSET 2024-2025	HRTD Coordinator	No	Small Value Procurement	1st week of October	2nd week of October	2nd week of October	2nd week of October	SMOOE	22,500.00	22,500.00	AM/PM Snacks
NOVEMBER 2025											
Procurement of snacks for the Conduct of SLAC	HRTD Coordinator	No	Small Value Procurement	1st week of November	2nd week of November	2nd week of November	2nd week of November	SMOOE	1,000.00	1,000.00	PM Snacks
Procurement of Tarpaullins	Property custodian	No	Small Value Procurement	1st week of June	2nd week of June	2nd week of June	2nd week of June	SMOOE	1,000.00	1,000.00	3X4 Tarp, 4x8 Tarp.
Procurement of office supplies for office use	Property custodian	No	Small Value Procurement	1st week of October	2nd week of October	2nd week of October	2nd week of October	SMOOE	15,000.00	15,000.00	Ensure availability of office supplies for office use


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DECEMBER 2025											
Procurement of snacks for the Conduct of SLAC	HRTD Coordinator	No	Small Value Procurement	1st week of December	2nd week of December	2nd week of December	2nd week of December	SMOOE	1,000.00	1,000.00	P/M Snacks
Procurement of Tarpaulins	Property custodian	No	Small Value Procurement	1st week of December	2nd week of December	2nd week of December	2nd week of December	SMOOE	1,000.00	1,000.00	3X4 Tarp, 4x8 Tarp.
Procurement of office supplies for office use	Property custodian	No	Small Value Procurement	1st week of October	2nd week of October	2nd week of October	2nd week of October	SMOOE	15,000.00	15,000.00	Ensure availability of office supplies for office use
TOTAL									366,409.80	366,409.80	

Prepared by:

RUBILYN S. PLORGA
 ADM

Approved by:

EVELYN S. GAMAO
 Principal I

Allotment Availability:

KATHY S. CINCO
 Administrative Officer V (Budget)

Noted:

MARITES C. CAPILITAN, PHD
 OIC- Assistant Schools Division Superintendent

Noted:

RENATO T. BALLESTEROS, PHD, CESO VI
 Schools Division Superintendent