

Escalante Central Elementary School

INDICATIVE ANNUAL PROCUREMENT PLAN 2025

PROCUREMENT PROJECT	END-USER	Is this	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				ESTIMATED BUDGET (Php)	MOOE	CO	REMARKS (Brief)
				Advertisement/Posting of IB/RFO	Submission/Opening of Bids	Notice of Award	Contract Signing/PO				
JANUARY											
Procurement of meals and snacks for the conduct of School Learning Activities (SLAC)	School HRD Coordinator	No	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 9,400.00	9,400.00		To enhance the level of all school personnel SLAC, or other procurement development mod
FEBRUARY											
Procurement of Fuel	School Property Custodian	NO	Direct Retail purchase	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 18,000.00	18,000.00		To maintain the school
Procurement of meals and snacks for In-Service Training of teachers	School HRD Coordinator	No	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 145,700.00	145,700.00		To enhance the level of all school personnel SLAC, or other procurement development mod
Procurement of tarpaulin for In-Service Training	School HRD Coordinator	No	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 800.00	800.00		To enhance the level of all school personnel SLAC, or other procurement development mod
Procurement of Office Supplies	School Property Custodian	NO	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 19,400.00	19,400.00		Ensured continuous by procuring school
Procurement of supplies for reproduction of assessment tools for the conduct of quarterly examination	School Property Custodian	NO	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 50,000.00	50,000.00		Ensured continuous by procuring school
Procurement of supplies for kindergarten worksheets	School Property Custodian	NO	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 85,538.00	85,538.00		Ensured continuous by procuring school
Procurement of supplies for reproduction of various projects.	School Property Custodian	NO	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 13,600.00	13,600.00		Ensured continuous by procuring school
Procurement of gardening tools and supplies	School Property Custodian	NO	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 5,000.00	5,000.00		Ensured continuous by procuring school
Procurement of materials for the replacement of light bulbs of classrooms	School Property Custodian	NO	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 29,887.00	29,887.00		Ensured continuous by procuring school. Provided healthy and motivating environment by implementing PAs enumerated. To enhance the level of all school personnel SLAC, or other procurement development mod
Procurement of meals and snacks for the conduct of School Learning Activities (SLAC)	School HRD Coordinator	No	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 9,400.00	9,400.00		Provided learner and school environment for the implementation of the Interest Program
Procurement of Math and English Learning tools for learners	School Math Coordinator	NO	Small Value Procurement	1st Week of January 2025	2nd Week of January 2025	3rd Week of January 2025	4th Week of January 2025	GoP 5,000.00	5,000.00		

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				Advertisement/ Posting of IB/RFO	Submission/ Opening of Bids/	Notice of Award	Contract Signing/PO	SOUR CE OF FUND				
MARCH	Procurement of LED TV for learners as strategic intervention in the teaching learning process	School Property Custodian	NO	Small Value Procurement	1st Week of February 2025	2nd Week of February 2025	3rd Week of February 2025	4th Week of February 2025	GoP	140,000.00	140,000.00	Improved percent attained nearly pro level in all learning
	Procurement of lyre instrument for school band and lyre	School Health Coordinator	NO	Small Value Procurement	1st Week of February 2025	2nd Week of February 2025	3rd Week of February 2025	4th Week of February 2025	GoP	9,000.00	9,000.00	Conducted activities through varied ins . Provided healthy and motivating en learners by implem
	Procurement of Medicines	School Health Coordinator	NO	Small Value Procurement	1st Week of February 2025	2nd Week of February 2025	3rd Week of February 2025	4th Week of February 2025	GoP	15,000.00	15,000.00	Provided healthy and motivating en learners by implem built, led, and man performance team internal support st to enhance the lev
	Procurement of Meals and Snacks for the conduct of SMEA	School SMEA Coordinator	NO	Small Value Procurement	1st Week of February 2025	2nd Week of February 2025	3rd Week of February 2025	4th Week of February 2025	GoP	2,500.00	2,500.00	all school personn SLAC, or other pro
	Procurement of meals and snacks for the conduct of School Learning Activities (SLAC)	School HRD Coordinator	No	Small Value Procurement	1st Week of February 2025	2nd Week of February 2025	3rd Week of February 2025	4th Week of February 2025	GoP	9,400.00	9,400.00	Provided healthy and motivating en learners by implem
	Procure tarpaulin for GAD Advocacy	School GAD Coordinator	No	Small Value Procurement	1st Week of February 2025	2nd Week of February 2025	3rd Week of February 2025	4th Week of February 2025	GoP	5,000.00	5,000.00	Improved parents participation, and meetings and activ
	Procure Industrial fan for ventilation purposes during meetings and conferences	School Property Custodian	NO	Small Value Procurement	1st Week of February 2025	2nd Week of February 2025	3rd Week of February 2025	4th Week of February 2025	GoP	25,000.00	25,000.00	Improved parents participation, and meetings and activ
	Procure supplies and materials on the conduct of Moving-up AND Graduation Ceremonies	Grade 6 Grade Leader	NO	Small Value Procurement	1st Week of February 2025	2nd Week of February 2025	3rd Week of February 2025	4th Week of February 2025	GoP	53,790.00	53,790.00	Ensured the prote of the rights of eve conducive, child-fi-motivating environ
	Procure materials for the Rehabilitation of 2-unit Door (Flush type) and Door Jamb of Grade 2 (Ana Lina Avancena) and Florabelle (Dela Pena)	School Physical Facility Coordinator	No	Small Value Procurement	1st Week of February 2025	2nd Week of February 2025	3rd Week of February 2025	4th Week of February 2025	GoP	17,760.00	17,760.00	
	APRIL											
Procure meals and snacks on the conduct of Moving-up , Recognition AND Graduation Ceremonies	Grade 6 Grade Leader	NO	Small Value Procurement	1st Week of April 2025	2nd Week of April 2025	3rd Week of April 2025	4th Week of April 2025	GoP	35,550.00	35,550.00	Improved parents participation, and meetings and activ	
Procure tarpaulin for Moving-up AND Graduation Ceremonies	Grade 6 Grade Leader	NO	Small Value Procurement	1st Week of April 2025	2nd Week of April 2025	3rd Week of April 2025	4th Week of April 2025	GoP	2,400.00	2,400.00	Improved parents participation, and meetings and activ	
Rent of Sound System for the conduct of graduation ceremonies	Grade 6 Grade Leader	NO	Small Value Procurement	1st Week of April 2025	2nd Week of April 2025	3rd Week of April 2025	4th Week of April 2025	GoP	8,500.00	8,500.00	Improved parents participation, and meetings and activ	
Procurement of Health and sanitation supplies (GAD)	School Health Coordinator	NO	Small Value Procurement	1st Week of April 2025	2nd Week of April 2025	3rd Week of April 2025	4th Week of April 2025	GoP	80,000.00	80,000.00	Provided healthy and motivating en learners by implem Provided healthy and motivating en learners by implem	
Procure materials for the rehabilitation of Communal CR. (GAD)	School GAD Coordinator	No	Small Value Procurement	1st Week of April 2025	2nd Week of April 2025	3rd Week of April 2025	4th Week of April 2025	GoP	35,000.00	35,000.00	Improved parents participation, and meetings and activ	

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				Advertisement/Posting of IB/RFO	Submission/Opening of Bids/	Notice of Award	Contract Signing/PO	Total	MOOE	CO	
MAY	Procure materials for the repair and maintenance of water system	School Physical Facility Coordinator	No	Small Value Procurement	1st Week of April 2025	2nd Week of April 2025	3rd Week of April 2025	4th Week of April 2025	GoP 35,000.00	35,000.00	Provided healthy learners by implementing P2As enumerated
	Procurement of CCTV for safety and security	School DRRM Coordinator	NO	Small Value Procurement	1st Week of April 2025	2nd Week of April 2025	3rd Week of April 2025	4th Week of April 2025	GoP 25,000.00	25,000.00	Ensured the protection of the rights of every child, child-friendly, conducive,
	Procure materials for rehabilitation of 1-unit Inner Ceiling (LOGO A Bldg.) of Fritchelle Alansare-Grade 4	School Physical Facility Coordinator	No	Small Value Procurement	1st Week of May 2025	2nd Week of May 2025	3rd Week of May 2025	4th Week of May 2025	GoP 34,000.00	34,000.00	Provided healthy learners by implementing P2As enumerated
JUNE	Procure Snacks for Stakeholders recognition during Brigada	School ASP Coordinator	No	Small Value Procurement	1st Week of May 2025	2nd Week of May 2025	3rd Week of May 2025	4th Week of May 2025	GoP 10,000.00	10,000.00	Enhanced stakeholders by designing and implementing projects to address
	Procure tarpaulin for Brigada Kick-off	School ASP Coordinator	No	Small Value Procurement	1st Week of May 2025	2nd Week of May 2025	3rd Week of May 2025	4th Week of May 2025	GoP 800.00	800.00	Enhanced stakeholders by designing and implementing projects to address
	Procure materials for the repair of 1-unit Inner Ceiling (Marcos Type Bldg.) of Fanny Riobalanca- Grade 3)	School Physical Facility Coordinator	No	Small Value Procurement	1st Week of May 2025	2nd Week of May 2025	3rd Week of May 2025	4th Week of May 2025	GoP 34,000.00	34,000.00	Provided healthy learners by implementing P2As enumerated
JULY	Procurement of Meals and Snacks for the conduct of SMEA	School SMEA Coordinator	NO	Small Value Procurement	1st Week of May 2025	2nd Week of May 2025	3rd Week of May 2025	4th Week of May 2025	GoP 2,000.00	2,000.00	performance team internal support system
	Procurement of meals and snacks for the conduct of School Learning Activities (SLAC)	School HRD Coordinator	No	Small Value Procurement	1st Week of June 2025	2nd Week of June 2025	3rd Week of June 2025	4th Week of June 2025	GoP 9,400.00	9,400.00	to enhance the performance of all school personnel
AUGUST	Procurement of meals and snacks for the conduct of School Learning Activities (SLAC)	School HRD Coordinator	No	Small Value Procurement	1st Week of July 2025	2nd Week of July 2025	3rd Week of July 2025	4th Week of July 2025	GoP 9,400.00	9,400.00	to enhance the performance of all school personnel
	Procurement of meals and snacks for the conduct of School Learning Activities (SLAC)	School HRD Coordinator	No	Small Value Procurement	1st Week of August 2025	2nd Week of August 2025	3rd Week of August 2025	4th Week of August 2025	GoP 9,400.00	9,400.00	to enhance the performance of all school personnel
SEPTEMBER	Procurement of Sports Equipment	School Sports Coordinator	NO	Small Value Procurement	1st Week of August 2025	2nd Week of August 2025	3rd Week of August 2025	4th Week of August 2025	GoP 45,000.00	45,000.00	to enhance the performance of all school personnel
	Procurement of Meals and Snacks for the conduct of SMEA	School SMEA Coordinator	NO	Small Value Procurement	1st Week of August 2025	2nd Week of August 2025	3rd Week of August 2025	4th Week of August 2025	GoP 2,500.00	2,500.00	to enhance the performance of all school personnel

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				Advertisement/ Posting of IB/RFO	Submission/ Opening of Bids	Notice of Award	Contract Signing/PO	Total				
OCTOBER												
Procurement of meals and snacks for the conduct of School Learning Activities (SLAC)	School HRD Coordinator	No	Small Value Procurement	1st Week of September 2025	2nd Week of September 2025	3rd Week of September 2025	4th Week of September 2025	GoP	9,400.00	9,400.00		To enhance the level of all school personnel SLAC, or other development
Procure meals and snacks to teachers during Teacher's Month Celebration	School HRD Coordinator	No	Small Value Procurement	1st Week of September 2025	2nd Week of September 2025	3rd Week of September 2025	4th Week of September 2025	GoP	19,600.00	19,600.00		
Procure tokens for teachers during Teacher's Month Celebration	School HRD Coordinator	No	Small Value Procurement	1st Week of September 2025	2nd Week of September 2025	3rd Week of September 2025	4th Week of September 2025	GoP	10,000.00	10,000.00		To enhance the level of all school personnel SLAC, or other development
Procure tarpaulin for teachers during Teacher's Month Celebration	School HRD Coordinator	No	Small Value Procurement	1st Week of September 2025	2nd Week of September 2025	3rd Week of September 2025	4th Week of September 2025	GoP	800.00	800.00		
Procure meals and snacks to teachers Division Search for Excellence award	School HRD Coordinator	No	Small Value Procurement	1st Week of September 2025	2nd Week of September 2025	3rd Week of September 2025	4th Week of September 2025	GoP	23,500.00	23,500.00		
NOVEMBER												
Procurement of meals and snacks for the conduct of School Learning Activities (SLAC)	School HRD Coordinator	No	Small Value Procurement	1st Week of October 2025	2nd Week of October 2025	3rd Week of October 2025	4th Week of October 2025	GoP	9,400.00	9,400.00		Ensured continuation through information learners and communication
Procurement of meals and snacks for the conduct of School Learning Activities (SLAC)	School HRD Coordinator	No	Small Value Procurement	1st Week of November 2025	2nd Week of November 2025	3rd Week of November 2025	4th Week of November 2025	GoP	9,400.00	9,400.00		Ensured continuation through information learners and communication
Procurement of Meals and Snacks for the conduct of SMEA	School SMEA Coordinator	NO	Small Value Procurement	1st Week of November 2025	2nd Week of November 2025	3rd Week of November 2025	4th Week of November 2025	GoP	2,000.00	2,500.00		Build, led, and manage performance teams internal support system
Procurement of Meals and Snacks for the conduct of SPEID Festival of talents	School SMEA Coordinator	NO	Small Value Procurement	1st Week of November 2025	2nd Week of November 2025	3rd Week of November 2025	4th Week of November 2025	GoP	5,000.00	5,000.00		Build, led, and manage performance teams internal support system
TOTAL								1,136,225.00	1,136,725.00			

Prepared By:  Reviewed By:  Allotment Availability:  Noted By:  Noted By: 

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AUG 27 2025