

LANGUB ELEMENTARY SCHOOL

INDICATIVE ANNUAL PROCUREMENT PLAN 2025

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	MODE		CO			
				2nd week of December	2nd week of December	3rd week of December	3rd week of December							
JANUARY Purchase meals and snacks for the SLAC	HRD	No	Small Value Procurement	2nd week of January	2nd week of January	3rd week of January	3rd week of January	MOODE	3,600.00	3,600.00		Meals and snacks for five-day INSET		
FEBRUARY Provide provision of safe drinking water for both teachers and learners (GAD)	School GAD Coordinator	No	Small Value Procurement	2nd week of January	2nd week of January	3rd week of January	3rd week of January	MOODE	3,600.00	3,600.00		safe drinking water for both teachers and learners (GAD)		
Purchase meals and snacks for the INSET	School HRD Coordinator	No	Small Value Procurement	2nd week of January	2nd week of January	3rd week of January	3rd week of January	MOODE	20,000.00	20,000.00		Meals and snacks for five-day INSET		
MARCH Conduct procurement supplies for learning materials to increase proficiency level of learners in all learning areas	Supply Officer	No	Small Value Procurement	2nd week of February	2nd week of February	3rd week of February	3rd week of February	MOODE	13,000.00	13,000.00		supplies for learning materials to increase proficiency level of learners in all learning areas		
Conduct procurement of supplies for school-initiated numeracy intervention to identified non-numerates learners	Supply Officer	No	Small Value Procurement	2nd week of February	2nd week of February	3rd week of February	3rd week of February	MOODE	12,500.00	12,500.00		supplies for school-initiated numeracy intervention to identified non-numerates learners		
Conduct procurement of supplies for monthly supervision to teachers	Supply Officer	No	Small Value Procurement	2nd week of February	2nd week of February	3rd week of February	3rd week of February	MOODE	2,000.00	2,000.00		supplies for monthly supervision to teachers		
Purchase of supplies for the reproduction of learners assessment	Supply Officer	No	Small Value Procurement	2nd week of February	2nd week of February	3rd week of February	3rd week of February	MOODE	4,000.00	4,000.00		Provision of Teaching and Learning Materials for all Grade Levels.		
Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of February	2nd week of February	3rd week of February	3rd week of February	MOODE	1,500.00	1,500.00		Fuel and Lubricants for lawn mower		
Provide provision of safe drinking water for both teachers and learners (GAD)	School GAD Coordinator	No	Small Value Procurement	2nd week of January	2nd week of January	3rd week of January	3rd week of January	MOODE	2,600.00	2,600.00		safe drinking water for both teachers and learners (GAD)		
Procure snacks for SLAC	HRD	No	Small Value Procurement	2nd week of February	2nd week of February	3rd week of February	3rd week of February	MOODE	3,600.00	3,600.00		Meals and snacks for SLAC		
Procure snacks for 1st quarter SMEA	School M&E Coordinator	No	Small Value Procurement	2nd week of February	2nd week of February	3rd week of February	3rd week of February	MOODE	3,000.00	3,000.00		Meals and snacks for SMEA		
APRIL Conduct procurement of snacks for graduating learners during EOSY rites	HRD	No	Small Value Procurement	2nd week of March	2nd week of March	3rd week of March	3rd week of March	MOODE	11,500.00	11,500.00		snacks for graduating learners during EOSY rites		
Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of March	2nd week of March	3rd week of March	3rd week of March	MOODE	1,500.00	1,500.00		Fuel and Lubricants for lawn mower		
Conduct procurement of graduation, moving-up and recognition supplies for EOSY rites	HRD	No	Small Value Procurement	2nd week of March	2nd week of March	3rd week of March	3rd week of March	MOODE	10,410.00	10,410.00		graduation, moving-up and recognition supplies for EOSY rites		
Conduct procurement of materials for the repair of roof of CDE Building	School Physical Facility Coordinator	No	Small Value Procurement	2nd week of March	2nd week of March	3rd week of March	3rd week of March	MOODE	29,250.00	29,250.00		materials for the repair of roof of CDE Building		
Conduct procurement of medicine and apparatus for student's welfare and well-being	School Health Coordinator	No	Small Value Procurement	2nd week of March	2nd week of March	3rd week of March	3rd week of March	MOODE	7,000.00	7,000.00		Various medicine supplies and apparatus		
MAY Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of April	2nd week of April	3rd week of April	3rd week of April	MOODE	1,500.00	1,500.00		Fuel and Lubricants for lawn mower		
JUNE Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of May	2nd week of May	3rd week of May	3rd week of May	MOODE	1,500.00	1,500.00		Fuel and Lubricants for lawn mower		
Conduct procurement of supplies for school-initiated reading intervention Project 123 E- BARP (Enhanced Basic Assessment towards Reading Progress) to identified struggling readers	Supply Officer	No	Small Value Procurement	2nd week of May	2nd week of May	3rd week of May	3rd week of May	MOODE	12,500.00	12,500.00		supplies for school-initiated reading intervention Project 123 E- BARP (Enhanced Basic Assessment towards Reading Progress) to identified struggling readers		

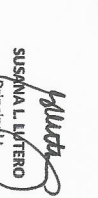
Conduct procurement of supplies for the development of contextualized teacher made learning assessment thru unannounced numeracy, reading, or MELCs-based tests.	Supply Officer	No	Small Value Procurement	2nd week of May	2nd week of May	3rd week of May	3rd week of May	MOOE	3,000.00	3,000.00	supplies for the development of contextualized teacher made learning assessment thru unannounced numeracy, reading, or MELCs-based tests.
Conduct procurement of supplies for the implementation of the school-initiated reading program (123 BASA)	Supply Officer	No	Small Value Procurement	2nd week of May	2nd week of May	3rd week of May	3rd week of May	MOOE	5,000.00	5,000.00	supplies for the implementation of the school initiated reading program (123 BASA)
Conduct procurement of heavy duty lawn mower/grass cutter	Property Custodian	No	Small Value Procurement	2nd week of May	2nd week of May	3rd week of May	3rd week of May	MOOE	30,100.00	30,100.00	Meals and snacks for SIP strategic planning
Provide provision of safe drinking water for both teachers and learners (GAD)	School GAD Coordinator	No	Small Value Procurement	2nd week of May	2nd week of May	3rd week of May	3rd week of May	MOOE	2,600.00	2,600.00	safe drinking water for both teachers and learners (GAD)
Procure snacks for SLAC	HRD	No	Small Value Procurement	2nd week of May	2nd week of May	3rd week of May	3rd week of May	MOOE	3,600.00	3,600.00	Meals and snacks for SLAC
Procure snacks for 2nd quarter SMEA	School M&E Coordinator	No	Small Value Procurement	2nd week of May	2nd week of May	3rd week of May	3rd week of May	MOOE	3,000.00	3,000.00	Meals and snacks for SMEA
Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of June	2nd week of June	3rd week of June	3rd week of June	MOOE	1,500.00	1,500.00	Fuel and Lubricants for lawn mower
Conduct procurement of materials for the repair of windows, doors and blackboard of CDF Building	School Physical Facility Coordinator	No	Small Value Procurement	2nd week of June	2nd week of June	3rd week of June	3rd week of June	MOOE	26,000.00	26,000.00	materials for the repair of windows, doors and blackboard of CDF Building
Provide provision of safe drinking water for both teachers and learners (GAD)	School GAD Coordinator	No	Small Value Procurement	2nd week of June	2nd week of June	3rd week of June	3rd week of June	MOOE	2,600.00	2,600.00	safe drinking water for both teachers and learners (GAD)
Procure snacks for SLAC	HRD	No	Small Value Procurement	2nd week of June	2nd week of June	3rd week of June	3rd week of June	MOOE	3,600.00	3,600.00	Meals and snacks for SLAC
AUGUST											
Conduct procurement of materials for the conduct of research	Supply Officer	No	Small Value Procurement	2nd week of July	2nd week of July	3rd week of July	3rd week of July	MOOE	5,000.00	5,000.00	materials for the conduct of research
Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of July	2nd week of July	3rd week of July	3rd week of July	MOOE	1,500.00	1,500.00	Fuel and Lubricants for lawn mower
Provide provision of safe drinking water for both teachers and learners (GAD)	School GAD Coordinator	No	Small Value Procurement	2nd week of July	2nd week of July	3rd week of July	3rd week of July	MOOE	2,600.00	2,600.00	safe drinking water for both teachers and learners (GAD)
Conduct procurement of two-way radio	School DRRM Coordinator	No	Small Value Procurement	2nd week of July	2nd week of July	3rd week of July	3rd week of July	MOOE	3,000.00	3,000.00	two-way radio
Conduct procurement whistle for every teachers	School DRRM Coordinator	No	Small Value Procurement	2nd week of July	2nd week of July	3rd week of July	3rd week of July	MOOE	3,000.00	3,000.00	whistle for every teachers
Procure snacks for SLAC	HRD	No	Small Value Procurement	2nd week of July	2nd week of July	3rd week of July	3rd week of July	MOOE	3,600.00	3,600.00	Meals and snacks for SLAC
Conduct procurement of snacks for awards and recognition to stakeholders during stakeholder's appreciation day	School BKD Coordinator	No	Small Value Procurement	2nd week of July	2nd week of July	3rd week of July	3rd week of July	MOOE	3,000.00	3,000.00	snacks for awards and recognition to stakeholders during stakeholder's appreciation day
SEPTEMBER											
Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of August	2nd week of August	3rd week of August	3rd week of August	MOOE	1,500.00	1,500.00	Fuel and Lubricants for lawn mower
Provide provision of safe drinking water for both teachers and learners (GAD)	School GAD Coordinator	No	Small Value Procurement	2nd week of August	2nd week of August	3rd week of August	3rd week of August	MOOE	2,600.00	2,600.00	safe drinking water for both teachers and learners (GAD)
Purchase of snacks for the participants for the SLAC	HRD	No	Small Value Procurement	2nd week of August	2nd week of August	3rd week of August	3rd week of August	MOOE	3,600.00	3,600.00	Meals and snacks for SLAC
Procure snacks for 3rd quarter SMEA	School M&E Coordinator	No	Small Value Procurement	2nd week of August	2nd week of August	3rd week of August	3rd week of August	MOOE	3,000.00	3,000.00	Meals and snacks for SMEA
Purchase (Printing)Traipaulin	School Physical Facility Coordinator	No	Small Value Procurement	2nd week of August	2nd week of August	3rd week of August	3rd week of August	MOOE	2,000.00	2,000.00	Advocacy
OCTOBER											
Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of September	2nd week of September	3rd week of September	3rd week of September	MOOE	1,500.00	1,500.00	Fuel and Lubricants for lawn mower
Procure office supplies for the reproduction of learning materials used for E-Run, CRLA, PHIL RI, Reading and Numeracy Interventions	Supply Officer	No	Small Value Procurement	2nd week of September	2nd week of September	3rd week of September	3rd week of September	MOOE	4,773.00	4,773.00	supplies for the reproduction of learning materials used for E-Run, CRLA, PHIL RI, Reading and Numeracy Interventions
Provide provision of safe drinking water for both teachers and learners (GAD)	School GAD Coordinator	No	Small Value Procurement	2nd week of September	2nd week of September	3rd week of September	3rd week of September	MOOE	2,600.00	2,600.00	safe drinking water for both teachers and learners (GAD)

Purchase of snacks for the participants for the SLAC	HRD	No	Small Value Procurement	2nd week of September	2nd week of September	3rd week of September	3rd week of September	MOOE	3,600.00	3,600.00	Meals and snacks for SLAC
Conduct procurement for meals for Division Service Excellence Awarding Activity	HRD	No	Small Value Procurement	2nd week of September	2nd week of September	3rd week of September	3rd week of September	MOOE	5,525.00	5,525.00	meals for Division Service Excellence Awarding Activity
Conduct procurement of meals and snacks for awards and recognition to teachers and non-teaching during Teacher's Day	HRD	No	Small Value Procurement	2nd week of September	2nd week of September	3rd week of September	3rd week of September	MOOE	8,500.00	8,500.00	Provision of snacks and meals for teachers
Conduct procurement of tokens and supplies for teachers during Teacher's Day	HRD	No	Small Value Procurement	2nd week of September	2nd week of September	3rd week of September	3rd week of September	MOOE	11,500.00	11,500.00	tokens and supplies for teachers during Teacher's Day
November											
Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of October	2nd week of October	3rd week of October	3rd week of October	MOOE	1,500.00	1,500.00	Fuel and Lubricants for lawn mower
Conduct procurement of snacks for the athlete of School Intramurals	School Sports Coordinator	No	Small Value Procurement	2nd week of October	2nd week of October	3rd week of October	3rd week of October	MOOE	5,000.00	5,000.00	snacks for the athlete of School Intramurals
Provide provision of safe drinking water for both teachers and learners (GAD)	School GAD Coordinator	No	Small Value Procurement	2nd week of October	2nd week of October	3rd week of October	3rd week of October	MOOE	2,600.00	2,600.00	safe drinking water for both teachers and learners (GAD)
Purchase meals and snacks for the INSET	School HRD Coordinator	No	Small Value Procurement	2nd week of October	2nd week of October	3rd week of October	3rd week of October	MOOE	20,000.00	20,000.00	Meals and snacks for five-day INSET
DECEMBER											
Conduct procurement of printer parts for repair of printers	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of November	2nd week of November	3rd week of November	3rd week of November	MOOE	2,500.00	2,500.00	printer parts for repair of printers
Purchase of Fuel and Lubricants for lawn mower	School Physical Facility Coordinator	No	Direct Retail Purchase	2nd week of November	2nd week of November	3rd week of November	3rd week of November	MOOE	1,500.00	1,500.00	Fuel and Lubricants for lawn mower
Conduct procurement of bluetooth speaker parts and sound system for school programs and activities	School Physical Facility Coordinator	No	Small Value Procurement	2nd week of November	2nd week of November	3rd week of November	3rd week of November	MOOE	6,000.00	6,000.00	bluetooth speaker parts and sound system for school programs and activities
Purchase (Printing) tarpaulin	School Physical Facility Coordinator	No	Small Value Procurement	2nd week of November	2nd week of November	3rd week of November	3rd week of November	MOOE	1,000.00	1,000.00	Advocacy
Provide provision of safe drinking water for both teachers and learners (GAD)	School GAD Coordinator	No	Small Value Procurement	2nd week of November	2nd week of November	3rd week of November	3rd week of November	MOOE	2,600.00	2,600.00	safe drinking water for both teachers and learners (GAD)
Purchase of snacks for the participants for the SLAC	HRD	No	Small Value Procurement	2nd week of November	2nd week of November	3rd week of November	3rd week of November	MOOE	3,600.00	3,600.00	Meals and snacks for SLAC
Conduct of procurement of snacks for school-based strategic planning on SIP	School SPT Coordinator	No	Small Value Procurement	2nd week of November	2nd week of November	3rd week of November	3rd week of November	MOOE	2,000.00	2,000.00	snacks for school-based strategic planning on SIP
Procure snacks for 4th quarter SMEA	School IWS&E Coordinator	No	Small Value Procurement	2nd week of November	2nd week of November	3rd week of November	3rd week of November	MOOE	3,000.00	3,000.00	Meals and snacks for SMEA

Prepared by:


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