

INDICATIVE ANNUAL PROCUREMENT PLAN (APP) 2025
LANGUB NATIONAL HIGH SCHOOL SHS

		Is this an Early Procurement Activity? (Yes/No)	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				SOURCE OF FUNDS	ESTIMATED BUDGET (Php)		CO	REMARKS (Brief Description of Project)
				Advertisement/ Posting of IB/RFQ	Submission/ Opening of Bids/ Quotations	Notice of Award	Contract Signing/PO		Total	MOOE		
PROCUREMENT PROJECT	END- USER											
JANUARY 2024												
FEBRUARY 2024												
Procurement of Health and Sanitation and Hygiene Supplies for Every Classroom (GAD)	SHS Coordinator	No	Small Value Procurement	1st week of January	2nd week of January	2nd week of January	2nd week of January	MOOE	7,000.00	7,000.00	0	enhance learners skills and knowledge
Procurement of Drugs and Medicines for the School Clinic (GAD)	SHS Coordinator	No	Small Value Procurement	1st week of January	2nd week of January	2nd week of January	2nd week of January	MOOE	2,600.00	2,600.00	0	enhance learners skills and knowledge
Procurement of Fuel for Mechanical Grass Cutter	School PFC Coordinator	No	Direct Retail Purchase	1st week of April	2nd week of April	2nd week of April	2nd week of April	MOOE	2,000.00	2,000.00	0	Fuel for Mechanical Grass Cutter
Procurement of Snacks for the Brigada Kontra Droga Activities	School GAD Coordinator	No	Small Value Procurement	1st week of January	2nd week of January	2nd week of January	2nd week of January	MOOE	1,000.00	1,000.00	0	Health and Sanitation Supplies
MARCH 2024												
Procurement of snacks to Facilitate Special ICT Training Among Grade 12	SHS Coordinator	No	Small Value Procurement	1st week of February	2nd week of February	2nd week of February	2nd week of February	MOOE	3,000.00	3,000.00	0	enhance learners skills and knowledge
Procurement of food for the Conduct of quarterly SMEA Conferences	School SMEA Coordinator	No	Small Value Procurement	1st week of February	2nd week of February	2nd week of February	2nd week of February	MOOE	2,000.00	2,000.00	0	food for quarterly SMEA Conferences
APRIL 2024												
Procurement of Materials and Labor for the fabrication of concrete footwalk	Supply Officer	No	Small Value Procurement	1st week of March	2nd week of March	2nd week of March	2nd week of March	MOOE	11,700.00	11,700.00	0	Various office supplies
Payment for the Repair and Maintenance of Mechanical Grass Cutter	SHS Coordinator	No	Small Value Procurement	1st week of March	2nd week of March	2nd week of March	2nd week of March	MOOE	1,000.00	1,000.00	0	enhance learners skills and knowledge
Procurement of snacks for Brigada Kontra Droga Sports Activities	SHS Coordinator	No	Small Value Procurement	1st week of March	2nd week of March	2nd week of March	2nd week of March	MOOE	1,000.00	1,000.00	0	snacks for the Brigada kontra Droga Sports Activities
MAY 2024												
Procurement of Fuel for Mechanical Grass Cutter	School PFC Coordinator	No	Direct Retail Purchase	1st week of April	2nd week of April	2nd week of April	2nd week of April	MOOE	2,000.00	2,000.00	0	Fuel for Mechanical Grass Cutter
JUNE 2024												
Procurement of food for the Conduct of quarterly SMEA Conferences	School SMEA Coordinator	No	Small Value Procurement	1st week of May	2nd week of May	2nd week of May	2nd week of May	MOOE	2,000.00	2,000.00	0	food for quarterly SMEA Conferences
JULY 2024												
Payment of Snacks for the Symposium on Mental Health and Adolescent Reproductive Health (ARRH) Education among learners	SHS Coordinator	No	Small Value Procurement	1st week of June	2nd week of June	2nd week of June	2nd week of June	MOOE	5,000.00	5,000.00	0	Snacks for the Symposium on Mental Health and Adolescent Reproductive Health (ARRH) Education among learners

Procurement of snacks for Brigada Kontraaga Droga Sports Activities	SHS Coordinator	No	Small Value Procurement	1st week of June	2nd week of June	2nd week of June	2nd week of June	MOOE	1,000.00	1,000.00	0	snacks for the Brigada Kontraaga Droga Sports Activities
AUGUST 2024												
Procurement of Supplies and Materials for Graduation Rites	SHS Coordinator	No	Small Value Procurement	1st week of July	2nd week of July	2nd week of July	2nd week of July	MOOE	4,000.00	4,000.00	0	Supplies and Materials for Graduation Rites
Procurement of Meals and Snacks for Graduation Rites	SHS Coordinator	No	Small Value Procurement	1st week of July	2nd week of July	2nd week of July	2nd week of July	MOOE	8,000.00	8,000.00	0	Meals and Snacks for Graduation Rites
Procurement of Fuel for Mechanical Grass Cutter	School PFC Coordinator	No	Direct Retail Purchase	2nd week of July	2nd week of July	2nd week of July	2nd week of July	MOOE	2,000.00	2,000.00	0	Fuel for Mechanical Grass Cutter
Payment for the Refill of Fire Extinguisher	School PFC Coordinator	No	Small Value Procurement	3rd week of July	2nd week of July	2nd week of July	2nd week of July	MOOE	1,500.00	1,500.00	0	Refill of Fire Extinguisher
Payment of Materials for the Repainting of Buildings and Structures	School PFC Coordinator	No	Small Value Procurement	4th week of July	2nd week of July	2nd week of July	2nd week of July	MOOE	10,000.00	10,000.00	0	Materials for the Repainting of Buildings and Structures
Payment of Snacks for the SGC Engagement Meetings	School SGC Coordinator	No	Small Value Procurement	5th week of July	2nd week of July	2nd week of July	2nd week of July	MOOE	2,000.00	2,000.00	0	Snacks for the SGC Engagement Meetings
Payment of Snacks for Brigada Eskwela Kick-Off Ceremony/National School Repair and Maintenance Period	SHS Coordinator	No	Small Value Procurement	6th week of July	2nd week of July	2nd week of July	2nd week of July	MOOE	5,000.00	5,000.00	0	Snacks for Brigada Eskwela Kick-Off Ceremony/National School Repair and Maintenance Period
Payment Snacks /Meals for Stakeholder's Recognition Day	SHS Coordinator	No	Small Value Procurement	7th week of July	2nd week of July	2nd week of July	2nd week of July	MOOE	5,000.00	5,000.00	0	Snacks /Meals for Stakeholder's Recognition Day
SEPTEMBER 2024												
Procurement of snacks for Brigada Kontraaga Droga Sports Activities	SHS Coordinator	No	Small Value Procurement	1st week of August	2nd week of August	2nd week of August	2nd week of August	MOOE	1,000.00	1,000.00	0	snacks for the Brigada Kontraaga Droga Sports Activities
Procurement of Snacks for Meetings to Revisit/Adjust the SIP, AIP, WFP to Stakeholders	School SMEA Coordinator	No	Small Value Procurement	1st week of August	2nd week of August	2nd week of August	2nd week of August	MOOE	1,000.00	1,000.00	0	Snacks for Meetings to Revisit/Adjust the SIP, AIP, WFP to Stakeholders
Procurement of food for the Conduct of quarterly SMEA Conferences	School SMEA Coordinator	No	Small Value Procurement	1st week of August	2nd week of August	2nd week of August	2nd week of August	MOOE	2,000.00	2,000.00	0	food for quarterly SMEA Conferences
Procurement of Office supplies	Supply Officer	No	Small Value Procurement	1st week of August	2nd week of August	2nd week of August	2nd week of August	MOOE	10,000.00	10,000.00	0	Various office supplies
OCTOBER 2024												
Procurement of Snacks for the Career Guidance Orientation to Grade 11 and 12	School Guidance Coordinator	No	Small Value Procurement	1st week of September	2nd week of September	2nd week of September	2nd week of September	MOOE	3,000.00	3,000.00	0	Snacks for the Career Guidance Orientation to Grade 11 and 12
NOVEMBER 2023												
Procurement of food for the Division Search for Service Excellence	HRTD Coordinator	No	Small Value Procurement	1st week of October	2nd week of October	2nd week of October	2nd week of October	MOOE	5,000.00	5,000.00	0	Division Search for Service Excellence
Procurement of Fuel for Mechanical Grass Cutter	School PFC Coordinator	No	Direct Retail Purchase	1st week of October	2nd week of October	2nd week of October	2nd week of October	MOOE	2,000.00	2,000.00	0	Fuel for Mechanical Grass Cutter
Payment of Snacks for the SGC Engagement Meetings	School SGC Coordinator	No	Small Value Procurement	1st week of October	2nd week of October	2nd week of October	2nd week of October	MOOE	2,000.00	2,000.00	0	Snacks for the SGC Engagement Meetings
Procurement of snacks for Brigada Kontraaga Droga Sports Activities	SHS Coordinator	No	Small Value Procurement	1st week of October	2nd week of October	2nd week of October	2nd week of October	MOOE	1,000.00	1,000.00	0	snacks for the Brigada Kontraaga Droga Sports Activities
DECEMBER 2023												
Procurement of food for the Conduct of Quarterly SMEA	HRTD Coordinator	No	Small Value Procurement	1st week of November	2nd week of November	2nd week of November	2nd week of November	MOOE	2,000.00	2,000.00	0	enhance teachers skills and knowledge
TOTAL									107,800.00	107,800.00		

Prepared by:

JIMIN B. BETIC
BAC Secretariat

Approved by:

RONAKIL MATHINAY
Teacher-in-Charge

Allotment Availability:

KATHYS S. CINCO
Administrative Officer V (Budget)

Noted:

MARITES C. CAPITAN, PH.D.
Assistant Schools Division Superintendent

Noted:

RENATO T. BALLESTEROS, PH.D., CESO V
Schools Division Superintendent

SEP 05 2024