

MAGSAYSAY ELEMENTARY SCHOOL
Annual Procurement Plan for FY 2025-INDICATIVE

DEPED-DIV. OF ESCALANTE CITY
BUDGET SECTION
 DATE: AUG 30 2024
 INITIAL: 1-027 f

DIVISION OF ESCALANTE CITY
RECEIVED
 30 AUG 2024

Program/Activity/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)	
			Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE
JANUARY									
Conduct of In-Service Training for Teachers (INSET)	MARY ANN B. ALFANTA	Small Value Procurement	3rd week of December	4th week of December	1st week of January	2nd week of January	MOOE	17,000.00	17,000.00
FEBRUARY									
Procurement school supplies for the implementation of project: "Pag-aaral mo, Sagot Ko"	HRD Coordinator	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	35,000.00	35,000.00
Procurement of learning materials to selected for the implementation of project: "Sa Magsaysay Tanang Bata Bansay" to address the numeracy gap	MATH Coordinator	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	35,000.00	35,000.00
Procurement of supplies for unannounced literacy and numeracy assessment	HRD Coordinator	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	35,000.00	35,000.00
Conduct action research	MARY ANN B. ALFANTA	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	5,000.00	5,000.00
Procurement of supplies and materials for the report cards to learners	SUPPLY OFFICER	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	29,111.00	29,111.00
Conduct school-based Bible Month	ESP COORDINATOR	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	3,000.00	3,000.00
Procurement sound system set for school program use	SPC	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	25,000.00	25,000.00
Provision of labor and materials for teacher's table and chair for faculty room use only	SPC	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	12,000.00	12,000.00
Procurement Five(5) printers for reproduction of teaching-learning materials	ICT Coordinator	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	40,000.00	40,000.00
Provision of TV sets for LR use	LR COORDINATOR	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	10,000.00	10,000.00
Procurement of supplies and materials for reading Hub corner	LR COORDINATOR	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	20,000.00	20,000.00
Payment to checkbook	PRINCIPAL	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	1,200.00	1,200.00
Repair of ceilings of 2 classrooms	PDO	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	25,000.00	25,000.00
Re-painting of roof structure of 6 classrooms	PDO	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	20,000.00	20,000.00
Rehabilitation of faculty room	PDO	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	15,000.00	15,000.00
Rehabilitation of HE room	PDO	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	10,000.00	10,000.00
Installation of Two(2) solar lights in school (Office and Guard House)	PDO	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	10,000.00	10,000.00
Installation of school guard canopy	PDO	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	15,000.00	15,000.00

Conduct SLAC sessions	HRD Coordinator	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	1,800.00	1,800.00
Conduct Quarterly PTA Meetings	PRINCIPAL	Small Value Procurement	3rd week of January	4th week of January	1st week of February	2nd week of February	MOOE	2,000.00	2,000.00
MARCH									
Conduct of school program to commemorate the National Women's Day	GAD Coordinator	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	4,000.00	4,000.00
Printing of Tarpaulin for National Women's month culmination	GAD Coordinator	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	720.00	720.00
Provision of Advocay Tshirt for Women's month Celebration	GAD Coordinator	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	10,000.00	10,000.00
Installation of 2 rain collectors	GAD Coordinator	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	17,660.00	17,660.00
Installation of electronic bell	DRRM Coordinator	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	10,000.00	10,000.00
Conduct SLAC sessions	HRD Coordinator	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	1,800.00	1,800.00
Conduct of quarterly SMEA Conferences	NOREEN P. OLOGA	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	2,000.00	2,000.00
APRIL									
Provision of food and supplies for graduation (certificate, diploma, decoration and tokens)	Jalyn V. Gripo	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	20,000.00	20,000.00
Printing of tarpaulin for Graduation and Moving Up Ceremony	School Principal	Small Value Procurement	3rd week of October	4th week of October	1st week of November	2nd week of November	MOOE	1,000.00	1,000.00
Procurement supplies for recognition and elementary day	Anra Jean P. Rojo/April Pretzel B. Maculado	Small Value Procurement	3rd week of March	4th week of March	1st week of April	2nd week of April	MOOE	3,400.00	3,400.00
Printing of tarpaulin for Elementary Day and Recognition Ceremony	Jalyn V. Gripo	Small Value Procurement	3rd week of February	4th week of February	1st week of March	2nd week of March	MOOE	500.00	500.00
Conduct of school based TECHNOLYMPICS	ASP COORDINATOR	Small Value Procurement	3rd week of October	4th week of October	1st week of November	2nd week of November	MOOE	3,000.00	3,000.00
Procurement of drugs and medicine	Anra Jean P. Rojo/April Pretzel B. Maculado	Small Value Procurement	3rd week of March	4th week of March	1st week of April	2nd week of April	MOOE	5,000.00	5,000.00
Conduct SLAC sessions	HRD Coordinator	Small Value Procurement	3rd week of March	4th week of March	1st week of April	2nd week of April	MOOE	1,800.00	1,800.00
Conduct of quarterly SMEA Conferences	NOREEN P. OLOGA	Small Value Procurement	3rd week of March	4th week of March	1st week of April	2nd week of April	MOOE	2,000.00	2,000.00
MAY									
JUNE									
JULY									
Conduct SLAC sessions	HRD Coordinator	Small Value Procurement	3rd week of June	4th week of June	1st week of July	2nd week of July	MOOE	1,800.00	1,800.00
Procurement of snacks for "Brigada Eskwela Kick-Off"	PDO/BRIGADA COOR	Small Value Procurement	3rd week of June	4th week of June	1st week of July	2nd week of July	MOOE	5,000.00	5,000.00
Procurement paints for Brigada Kick off	PDO/BRIGADA COOR	Small Value Procurement	3rd week of June	4th week of June	1st week of July	2nd week of July	MOOE	18,000.00	18,000.00

Print tarpaulin to disseminated information on Brigada Eskwela Kick Off	PDO/BRIGADA COOR	Small Value Procurement	3rd week of June	4th week of June	1st week of July	2nd week of July	MOOE	350.00	350.00
Conduct stakeholders recognition	PDO/BRIGADA COOR	Small Value Procurement	3rd week of June	4th week of June	1st week of July	2nd week of July	MOOE	5,000.00	5,000.00
AUGUST									
Procurement of drugs and medicine	health coordinator	Small Value Procurement	3rd week of July	4th week of July	1st week of August	2nd week of August	MOOE	5,000.00	5,000.00
Conduct SLAC sessions	HRD Coordinator	Small Value Procurement	3rd week of July	4th week of July	1st week of August	2nd week of August	MOOE	1,800.00	1,800.00
Conduct Quarterly PTA Meetings	PRINCIPAL	Small Value Procurement	3rd week of July	4th week of July	1st week of August	2nd week of August	MOOE	2,000.00	2,000.00
SEPTEMBER									
Conduct Capability building on psychosocial support to teaching and non-teaching personnel	GAD Coordinator	Small Value Procurement	3rd week of August	4th week of August	1st week of September	2nd week of September	MOOE	8,000.00	8,000.00
Conduct SLAC sessions	HRD Coordinator	Small Value Procurement	3rd week of August	4th week of August	1st week of September	2nd week of September	MOOE	1,800.00	1,800.00
Conduct of quarterly SMEA Conferences	NOREEN P. OLOGRA	Small Value Procurement	3rd week of August	4th week of August	1st week of September	2nd week of September	MOOE	2,000.00	2,000.00
OCTOBER									
Conduct school-based Sportfeast Activities	SPORTS COORDINATOR	Small Value Procurement	3rd week of September	4th week of September	1st week of October	2nd week of October	MOOE	5,000.00	5,000.00
Conduct of SLAC sessions	HRD Coordinator	Small Value Procurement	3rd week of September	4th week of September	1st week of October	2nd week of October	MOOE	1,800.00	1,800.00
Recognition of teachers	PDO/HRD	Small Value Procurement	3rd week of September	4th week of September	1st week of October	2nd week of October	MOOE	8,000.00	8,000.00
Print tarpaulin for Teacher's Month Celebration	PDO/HRD	Small Value Procurement	3rd week of September	4th week of September	1st week of October	2nd week of October	MOOE	350.00	350.00
Conduct Quarterly PTA Meetings	PRINCIPAL	Small Value Procurement	3rd week of September	4th week of September	1st week of October	2nd week of October	MOOE	2,000.00	2,000.00
NOVEMBER									
Conduct of school based MATHSCILYMPICS	MATH Coordinator	Small Value Procurement	3rd week of October	4th week of October	1st week of November	2nd week of November	MOOE	3,000.00	3,000.00
Participation of Values Month and Children Month Celebration	GAD Coordinator	Small Value Procurement	3rd week of October	4th week of October	1st week of November	2nd week of November	MOOE	350.00	350.00
Printing of tarpaulin to disseminate information on National Concioussness Day for the Elimination of VAWC	GAD Coordinator	Small Value Procurement	3rd week of October	4th week of October	1st week of November	2nd week of November	MOOE	720.00	720.00
Conduct SLAC sessions	HRD Coordinator	Small Value Procurement	3rd week of October	4th week of October	1st week of November	2nd week of November	MOOE	1,800.00	1,800.00
Conduct of In-Service Training for Teachers (INSET)	MARY ANN B. ALFANTA	Small Value Procurement	3rd week of October	4th week of October	1st week of November	2nd week of November	MOOE	17,000.00	17,000.00
Procurement of tarpaulin to disseminate information on National Concioussness Day for the Elimination of VAWC	GAD Coordinator	Small Value Procurement	3rd week of October	4th week of October	1st week of November	2nd week of November	MOOE	720.00	720.00

DECEMBER									
Conduct of SLAC sessions	HRD Coordinator	Small Value Procurement	3rd week of November	4th week of November	1st week of December	2nd week of December	MOOE	1,800.00	1,800.00
Conduct Quarterly PTA Meetings	PRINCIPAL	Small Value Procurement	3rd week of November	4th week of November	1st week of December	2nd week of December	MOOE	2,000.00	2,000.00
Conduct of quarterly SMEA Conferences	NOREEN P. OLORGA	Small Value Procurement	3rd week of November	4th week of November	1st week of December	2nd week of December	MOOE	2,000.00	2,000.00
								562,781.00	562,781.00

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SEP 05 2024

Allotment Availability:

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