

MERCEDES ALEMANY PARENO ELEMENTARY SCHOOL
INDICATIVE ANNUAL PROCUREMENT PLAN 2025

PROCUREMENT PROJECT	END-USER	IS this Procurement NT	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				SOURCE OF FUNDS	ESTIMATED TOTAL
				Advertisement/ Posting of Bids/RFQ	Submission/ Opening of Bids/Quotations	Notice of Award	Contract Signing /PO		
TRAINING									
Procurement of Meal and Snacks for the conduct of INSET	HRD Coordinator	No	Small Value	2nd week of January	3rd week of January	3rd week of January	3rd week of January	MOOE	9,000.00
Procurement of Meal and Snacks for the conduct of INSET	HRD Coordinator	No	Small Value	2nd week of October	3rd week of October	3rd week of October	3rd week of October	MOOE	9,000.00
Procurement of Snacks for the conduct of SLAC-February	HRD Coordinator	No	Small Value	2nd week of January	3rd week of January	3rd week of January	3rd week of January	MOOE	600.00
Procurement of Snacks for the conduct of SLAC-March	HRD Coordinator	No	Small Value	2nd week of February	3rd week of February	3rd week of February	3rd week of February	MOOE	600.00
Procurement of Snacks for the conduct of SLAC-April	HRD Coordinator	No	Small Value	2nd week of March	3rd week of March	3rd week of March	3rd week of March	MOOE	600.00
Procurement of Snacks for the conduct of SLAC-May	HRD Coordinator	No	Small Value	2nd week of April	3rd week of April	3rd week of April	3rd week of April	MOOE	600.00
Procurement of Snacks for the conduct of SLAC-September	HRD Coordinator	No	Small Value	2nd week of August	3rd week of August	3rd week of August	3rd week of August	MOOE	600.00
Procurement of Snacks for the conduct of SLAC-October	HRD Coordinator	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	600.00
Procurement of Snacks for the conduct of SLAC-November	HRD Coordinator	No	Small Value	2nd week of October	3rd week of October	3rd week of October	3rd week of October	MOOE	600.00
Procurement of Snacks for the conduct of SLAC-December	HRD Coordinator	No	Small Value	2nd week of November	3rd week of November	3rd week of November	3rd week of November	MOOE	600.00
OFFICE SUPPLIES									
Procurement supplies for summative and quarterly assessment, reproduction of supplemental materials in all learning areas, literacy and numeracy assessment- February	Supply Officer	No	Small Value	2nd week of January	3rd week of January	3rd week of January	3rd week of January	MOOE	22,050.12
Procurement supplies for summative and quarterly assessment, literacy and numeracy assessment - May	Supply Officer	No	Small Value	2nd week of April	3rd week of April	3rd week of April	3rd week of April	MOOE	19,320.00
Procurement supplies for summative and quarterly assessment, literacy and numeracy assessment - September	Supply Officer	No	Small Value	2nd week of August	3rd week of August	3rd week of August	3rd week of August	MOOE	18,680.00
Procurement of Office Supplies for the recognition of learners's progress	Supply Officer	No	Small Value	3rd week of July	4th week of July	4th week of July	4th week of July	MOOE	5,369.50
Procurement supplies for summative and quarterly assessment, reproduction of supplemental materials in all learning areas, literacy and numeracy assessment December	Supply Officer	No	Small Value	2nd week of November	3rd week of November	3rd week of November	3rd week of November	MOOE	8,750.00
Procurement of supplies for the recognition of learners (Kinder and Grade 6)	Supply Officer	No	Small Value	2nd week of April	3rd week of April	3rd week of April	3rd week of April	MOOE	4,100.00
Accountable Forms									
Procured accountable forms - May & June	Agency to Agency								1,140.00
Drugs and Medicines									
Procurement of medicines - May	GAD Coordinator	No	Small Value	2nd week of March	3rd week of March	3rd week of March	3rd week of March	MOOE	3,000.00
FUEL, OIL & LUBRICANTS									
Procurement of fuel ,Oil & Lubricants for grass cutter-Jan	PPC	No	Small Value	1st week of January	2nd week of January	2nd week of January	2nd week of January	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-Feb	PPC	No	Small Value	2nd week of January	3rd week of January	3rd week of January	3rd week of January	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-Mar	PPC	No	Small Value	2nd week of February	3rd week of February	3rd week of February	3rd week of February	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-April	PPC	No	Small Value	2nd week of March	3rd week of March	3rd week of March	3rd week of March	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-May	PPC	No	Small Value	2nd week of April	3rd week of April	3rd week of April	3rd week of April	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-June	PPC	No	Small Value	2nd week of May	3rd week of May	3rd week of May	3rd week of May	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-July	PPC	No	Small Value	2nd week of June	3rd week of June	3rd week of June	3rd week of June	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-Aug	PPC	No	Small Value	2nd week of July	3rd week of July	3rd week of July	3rd week of July	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-Sept	PPC	No	Small Value	2nd week of August	3rd week of August	3rd week of August	3rd week of August	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-Oct	PPC	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-Nov	PPC	No	Small Value	2nd week of October	3rd week of October	3rd week of October	3rd week of October	MOOE	700.00
Procurement of fuel ,Oil & Lubricants for grass cutter-Dec	PPC	No	Small Value	2nd week of November	3rd week of November	3rd week of November	3rd week of November	MOOE	700.00
Other Supplies and Materials									
Provision of safe drinking water-January	GAD Coordinator	No	Small Value	1st week of January	2nd week of January	2nd week of January	2nd week of January	MOOE	2,100.00
Provision of safe drinking water-February	GAD Coordinator	No	Small Value	2nd week of January	3rd week of January	3rd week of January	3rd week of January	MOOE	2,100.00
Provision of safe drinking water-March	GAD Coordinator	No	Small Value	2nd week of February	3rd week of February	3rd week of February	3rd week of February	MOOE	2,100.00
Provision of safe drinking water-April	GAD Coordinator	No	Small Value	2nd week of March	3rd week of March	3rd week of March	3rd week of March	MOOE	2,100.00
Provision of safe drinking water-May	GAD Coordinator	No	Small Value	2nd week of April	3rd week of April	3rd week of April	3rd week of April	MOOE	2,100.00
Provision of safe drinking water-June	GAD Coordinator	No	Small Value	2nd week of May	3rd week of May	3rd week of May	3rd week of May	MOOE	2,100.00
Provision of safe drinking water-July	GAD Coordinator	No	Small Value	2nd week of June	3rd week of June	3rd week of June	3rd week of June	MOOE	2,100.00
Provision of safe drinking water-August	GAD Coordinator	No	Small Value	2nd week of July	3rd week of July	3rd week of July	3rd week of July	MOOE	2,100.00
Provision of safe drinking water-September	GAD Coordinator	No	Small Value	2nd week of August	3rd week of August	3rd week of August	3rd week of August	MOOE	2,100.00
Provision of safe drinking water-October	GAD Coordinator	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	2,100.00
Provision of safe drinking water-November	GAD Coordinator	No	Small Value	2nd week of October	3rd week of October	3rd week of October	3rd week of October	MOOE	2,100.00
Provision of safe drinking water-December	GAD Coordinator	No	Small Value	2nd week of November	3rd week of November	3rd week of November	3rd week of November	MOOE	2,100.00
Procurement of hygiene supplies/Kit- August	GAD Coordinator	No	Small Value	2nd week of May	3rd week of May	3rd week of May	3rd week of May	MOOE	6,950.00
Procurement of tokens for the recognition of stakeholders for the best implemented Gulayan sa Barangay	Supply Officer	No	Small Value	2nd week of May	3rd week of May	3rd week of May	3rd week of May	MOOE	2,500.00

DIVISION OF ESCALANTE CITY
2024
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Repair and Maintenance of School Building

procurement construction materials for the repair of classroom roofs and ceilings for Gr. 6 & 1CT - Building #1	SPEC	No	Small Value	2nd week of March	3rd week of March	3rd week of March	3rd week of March	3rd week of March	MOOE	35,000.00
procurement construction materials for the repair of classroom roof gutter Bldg#1	SPEC	No	Small Value	2nd week of March	3rd week of March	3rd week of March	3rd week of March	3rd week of March	MOOE	35,000.00
Procurement R & M materials for the repair of window & door at the Principal's Office	SPEC	No	Small Value	2nd week of April	3rd week of April	3rd week of April	3rd week of April	3rd week of April	MOOE	36,800.00
Procurement R & M materials for the installation of canopy connecting Bldg # 2 & Bldg #3.	SPEC	No	Small Value	2nd week of February	3rd week of February	3rd week of February	3rd week of February	3rd week of February	MOOE	18,000.00
Procurement R & M materials for the installation of canopy & Lounge Counter for Learners	SPEC	No	Small Value	2nd week of May	3rd week of May	3rd week of May	3rd week of May	3rd week of May	MOOE	31,800.00
Procure R & M materials for the installation of 6-span of school perimeter fence Phase II	SPEC	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	30,330.00
procure led bulb for 8 classrooms	SPEC	No	Small Value	1st week of January	2nd week of January	2nd week of January	2nd week of January	2nd week of January	MOOE	5,460.00
procure led bulb for 8 classrooms	SPEC	No	Small Value	2nd week of February	3rd week of February	3rd week of February	3rd week of February	3rd week of February	MOOE	49,400.00
Semi-Expendable Equipment-ICT	Property Custodian	No	Small Value	2nd week of July	3rd week of July	3rd week of July	3rd week of July	3rd week of July	MOOE	10,000.00
Procurement of computer accessories	Property Custodian	No	Small Value	2nd week of July	3rd week of July	3rd week of July	3rd week of July	3rd week of July	MOOE	10,000.00
Printing and Publication	HRD Coordinator	No	Small Value	2nd week of April	3rd week of April	3rd week of April	3rd week of April	3rd week of April	MOOE	350.00
Procurement of tarpaulins for various school activities -May	HRD Coordinator	No	Small Value	2nd week of May	3rd week of May	3rd week of May	3rd week of May	3rd week of May	MOOE	1,500.00
Procurement of tarpaulins for various school activities - June	HRD Coordinator	No	Small Value	2nd week of June	3rd week of June	3rd week of June	3rd week of June	3rd week of June	MOOE	350.00
Procurement of tarpaulins for various school activities - July	HRD Coordinator	No	Small Value	3rd week of July	4th week of July	4th week of July	4th week of July	4th week of July	MOOE	1,950.00
Procurement of tarpaulins for various school activities -August	HRD Coordinator	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	350.00
Procurement of tarpaulins for various school activities -October	HRD Coordinator	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	350.00
Other Maintenance and Operating Expense										
Procurement of Snacks for the conduct of SMEA- March	SMEA Coordinator	No	Small Value	2nd week of February	3rd week of February	3rd week of February	3rd week of February	3rd week of February	MOOE	1,000.00
Procurement of Snacks for the conduct of SMEA- JUNE	SMEA Coordinator	No	Small Value	2nd week of May	3rd week of May	3rd week of May	3rd week of May	3rd week of May	MOOE	1,000.00
Procurement of Snacks for the conduct of SMEA- September	SMEA Coordinator	No	Small Value	2nd week of August	3rd week of August	3rd week of August	3rd week of August	3rd week of August	MOOE	1,000.00
Procurement of Snacks for the conduct of SMEA- December	SMEA Coordinator	No	Small Value	2nd week of November	3rd week of November	3rd week of November	3rd week of November	3rd week of November	MOOE	1,000.00
procurement of snacks for the parents, volunteers and stakeholders who participated the BE Kick-off 2024	HRD Coordinator	No	Small Value	2nd week of July	3rd week of July	3rd week of July	3rd week of July	3rd week of July	MOOE	4,000.00
Procurement of snacks for the graduation rites/recognition	Graduation Coordinator	No	Small Value	2nd week of April	3rd week of April	3rd week of April	3rd week of April	3rd week of April	MOOE	13,500.00
procurement of snacks for the parents attended the General PTA assembly - August	HRD Coordinator	No	Small Value	1st week of January	2nd week of January	2nd week of January	2nd week of January	2nd week of January	MOOE	2,000.00
procurement of snacks for the parents attended the General PTA assembly - November	HRD Coordinator	No	Small Value	2nd week of March	3rd week of March	3rd week of March	3rd week of March	3rd week of March	MOOE	2,000.00
procurement of snacks for the parents attended the General PTA assembly - August	HRD Coordinator	No	Small Value	2nd week of July	3rd week of July	3rd week of July	3rd week of July	3rd week of July	MOOE	2,000.00
procurement of snacks for the parents attended the General PTA assembly - November	HRD Coordinator	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	2,000.00
Procurement meals & and snacks for Teachers day culmination	HRD Coordinator	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	2,500.00
Procurement tokens for Teachers day culmination	HRD Coordinator	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	2,500.00
Procurement snacks for the conduct of Pasidungog sa Yutang Bulahan	HRD Coordinator	No	Small Value	2nd week of September	3rd week of September	3rd week of September	3rd week of September	3rd week of September	MOOE	2,500.00
Procurement of snacks for the athletes in Intramurals	Sports Coordinator	No	Small Value	2nd week of January	3rd week of January	3rd week of January	3rd week of January	3rd week of January	MOOE	1,500.00
procurement of snacks for the athletes in Cluster Meet	Sports Coordinator	No	Small Value	2nd week of February	3rd week of February	3rd week of February	3rd week of February	3rd week of February	MOOE	1,500.00
procurement of snacks for the athletes in City Meet	Sports Coordinator	No	Small Value	2nd week of March	3rd week of March	3rd week of March	3rd week of March	3rd week of March	MOOE	1,500.00
Provided snacks for the conduct reproductive health symposium	GAD Coordinator	No	Small Value	2nd week of November	3rd week of November	3rd week of November	3rd week of November	3rd week of November	MOOE	4,000.00
Provided tokens for the recognition of stakeholders for the best implemented Gulayan sa Paaralan procurd	HRD Coordinator	No	Small Value	2nd week of May	3rd week of May	3rd week of May	3rd week of May	3rd week of May	MOOE	2,500.00

Prepared by: _____ Certified Correct: _____ Approved by: _____ Reviewed by: _____ Noted by: _____

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