

INDICATIVE ANNUAL PROCUREMENT PLAN (APP) 2025

PUTINGBATO ELEMENTARY SCHOOL

DIVISION OF ESCALANTE CITY
RECEIVED
 30 AUG 2024

DEPED, DIV. OF ESCALANTE CITY
BUDGET SECTION
 DATE: SEP 02 2024
 INITIAL: 1-077 f

PROCUREMENT PROJECT	END-USER	Is this an Early Procurement Activity? (Yes/No)	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				ESTIMATED BUDGET (Php)			REMARKS (Brief Description of Project)	
				Advertisement/ Posting of IB/RFQ	Submission/ Opening of Bids/ Quotations	Notice of Award	Contract Signing/PO	SOURCE OF FUNDS	Total	MOOE		CO
JANUARY												
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	First Week of January	First Week of January	Second Week of January	Second Week of January	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of (food) snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	First Week of January	First Week of January	Second Week of January	Second Week of January	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC
FEBRUARY												
Procurement of supplies for the reproduction of quarterly examination and summative test	School Supply Officer	No	Small Value Procurement	Last Week of January	Last Week of January	First Week of February	First Week of February	MOOE	5,000.00	5,000.00	0	Various supplies for reproduction of quarterly examination and summative test
Procurement of school dry seal	School LIS Coordinator	No	Small Value Procurement	Last Week of January	Last Week of January	First Week of February	First Week of February	MOOE	5,000.00	5,000.00	0	Dry Seal
Procurement of drugs and medicines for learners	School GAD Coordinator	No	Small Value Procurement	Last Week of January	Last Week of January	First Week of February	First Week of February	MOOE	4,000.00	4,000.00	0	Drugs and Medicines
Procurement of hygiene and sanitary supplies	School GAD Coordinator	No	Small Value Procurement	Last Week of January	Last Week of January	First Week of February	First Week of February	MOOE	6,325.00	6,325.00	0	Hygiene and sanitary supplies
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of January	Last Week of January	First Week of February	First Week of February	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of materials and payment of labor for the rehabilitation of Principal's office door and window	School Physical Facility Coor.	No	Small Value Procurement	Last Week of January	Last Week of January	First Week of February	First Week of February	MOOE	35,300.00	35,300.00	0	Materials and paid labor for the rehabilitation of principal's office door and window
Procurement of (food) snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	Last Week of January	Last Week of January	First Week of February	First Week of February	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC
Procurement of (food) meals for the conduct of INSET	School HRD Coordinator	No	Small Value Procurement	Last Week of January	Last Week of January	First Week of February	First Week of February	MOOE	15,000.00	15,000.00	0	Meals for the conduct of INSET
Procurement of office supplies	School Supply Officer	No	Small Value Procurement	Last Week of January	Last Week of January	First Week of February	First Week of February	MOOE	46,144.00	46,144.00	0	Various Office supplies
MARCH												
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of February	Last Week of February	First Week of March	First Week of March	MOOE	1,000.00	1,000.00	0	Fuel for Mower

Procurement of materials and payment of labor for the rehabilitation of school stage roofing	School Physical Facility Coor.	No	Small Value Procurement	Last Week of February	Last Week of February	First Week of March	First Week of March	MOOE	47,850.00	47,850.00	0	Materials and paid labor for the rehabilitation of school stage roofing
Procurement of (food) snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	Last Week of February	Last Week of February	First Week of March	First Week of March	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC
Procurement of (food) snacks for the conduct of SMEA	M & E Coordinator	No	Small Value Procurement	Last Week of February	Last Week of February	First Week of March	First Week of March	MOOE	1,800.00	1,800.00	0	Snacks for the conduct of SMEA
APRIL												
Procurement of supplies and materials for the conduct of graduation & moving up ceremony	School HRD Coordinator	No	Small Value Procurement	Last Week of March	Last Week of March	First Week of April	First Week of April	MOOE	1,800.00	1,800.00	0	Supplies and materials for the conduct of graduation & moving up ceremony
Procurement of meals for the conduct of graduation & moving up ceremony	School HRD Coordinator	No	Small Value Procurement	Last Week of March	Last Week of March	First Week of April	First Week of April	MOOE	6,000.00	6,000.00	0	Meals for the conduct of graduation & moving up ceremony
Procurement of tarpaulin	School Physical Facility Coor.	No	Small Value Procurement	Last Week of March	Last Week of March	First Week of April	First Week of April	MOOE	2,000.00	2,000.00	0	Tarpaulin
Procurement of materials and payment of labor for the rehabilitation of feeding center roofing	School Physical Facility Coor.	No	Small Value Procurement	Last Week of March	Last Week of March	First Week of April	First Week of April	MOOE	34,000.00	34,000.00	0	Materials and paid labor for the rehabilitation of feeding enter roofing
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of March	Last Week of March	First Week of April	First Week of April	MOOE	1,000.00	1,000.00	0	Fuel for Mower
MAY												
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of April	Last Week of April	First Week of May	First Week of May	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of materials and payment of labor for the rehabilitation of Grade VI-Bacosa comfort room door	School Physical Facility Coor.	No	Small Value Procurement	Last Week of April	Last Week of April	First Week of May	First Week of May	MOOE	7,500.00	7,500.00	0	Materials and paid labor for the rehabilitation of Grade VI-Bacosa comfort room door
JUNE												
Procurement of supplies for the reproduction of reading materials for Project ELARPES	School Supply Officer	No	Small Value Procurement	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	4,000.00	4,000.00	0	Various Office supplies for reproduction of reading materials for Project ELARPES
Procurement of supplies for the reproduction of quarterly examination and summative test	School Supply Officer	No	Small Value Procurement	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	5,000.00	5,000.00	0	Various supplies for reproduction of quarterly examination and summative test

Procurement of drugs and medicines for learners	School GAD Coordinator	No	Small Value Procurement	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	4,000.00	4,000.00	0	Drugs and Medicines
Procurement of hygiene and sanitary supplies	School GAD Coordinator	No	Small Value Procurement	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	6,325.00	6,325.00	0	Hygiene and sanitary supplies
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of (food) snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC
Procurement of food (snacks) for the conduct of Brigada Eskwela	Brigada Eskwela Coordinator	No	Small Value Procurement	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	6,500.00	6,500.00	0	Snacks for the conduct of Brigada Eskwela
Procurement of food (snacks) for the conduct of stakeholder and community partnership recognition	Brigada Eskwela Coordinator	No	Small Value Procurement	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	2,500.00	2,500.00	0	Various supplies and materials for the conduct of stakeholder and community partnership recognition
Procurement of (food) snacks for the conduct of SMEA	School Physical Facility Coor.	No	Small Value Procurement	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	1,800.00	1,800.00	0	Snacks for the conduct of SMEA
Procurement of office supplies	School Supply Officer	No	Small Value Procurement	Last Week of May	Last Week of May	First Week of June	First Week of June	MOOE	46,144.00	46,144.00	0	Various Office supplies

JULY

Procurement of office supplies for the reproduction of school forms	School Supply Officer	No	Small Value Procurement	Last Week of June	Last Week of June	First Week of July	First Week of July	MOOE	5,000.00	5,000.00	0	Various supplies for the reproduction of school forms
Procurement of tarpaulin	School Physical Facility Coor.	No	Small Value Procurement	Last Week of June	Last Week of June	First Week of July	First Week of July	MOOE	2,000.00	2,000.00	0	Tarpaulin
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of June	Last Week of June	First Week of July	First Week of July	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of (food) snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	Last Week of June	Last Week of June	First Week of July	First Week of July	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC

AUGUST

Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of July	Last Week of July	First Week of August	First Week of August	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of (food) snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	Last Week of July	Last Week of July	First Week of August	First Week of August	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC

SEPTEMBER

Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of August	Last Week of August	First Week of September	First Week of September	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	Last Week of August	Last Week of August	First Week of September	First Week of September	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC
Procurement of snacks for the conduct of SMEA	M & E Coordinator	No	Small Value Procurement	Last Week of August	Last Week of August	First Week of September	First Week of September	MOOE	1,800.00	1,800.00	0	Snacks for the conduct of SMEA

Procurement of office supplies	School Supply Officer	No	Small Value Procurement	Last Week of August	Last Week of August	First Week of September	First Week of September	MOOE	46,144.00	46,144.00	0	Various Office supplies
OCTOBER												
Procurement of supplies for the reproduction of quarterly examination and summative test	School Supply Officer	No	Small Value Procurement	Last Week of September	Last Week of September	First Week of October	First Week of October	MOOE	5,000.00	5,000.00	0	Various supplies for reproduction of quarterly examination and summative test
Procurement of tarpaulin	School Physical Facility Coor.	No	Small Value Procurement	Last Week of September	Last Week of September	First Week of October	First Week of October	MOOE	2,000.00	2,000.00	0	Tarpaulin
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of September	Last Week of September	First Week of October	First Week of October	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	Last Week of September	Last Week of September	First Week of October	First Week of October	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC
Procurement of meals and tokens for the World Teachers Day Celebration	School HRD Coordinator	No	Small Value Procurement	Last Week of September	Last Week of September	First Week of October	First Week of October	MOOE	6,000.00	6,000.00	0	Provided meals and tokens for the World Teachers Day Celebration
NOVEMBER												
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of October	Last Week of October	First Week of November	First Week of November	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	Last Week of October	Last Week of October	First Week of November	First Week of November	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC
DECEMBER												
Procurement of gasoline for school ground maintenance	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of November	Last Week of November	First Week of December	First Week of December	MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of snacks for the conduct of SLAC	School HRD Coordinator	No	Small Value Procurement	Last Week of November	Last Week of November	First Week of December	First Week of December	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of SLAC
Procurement of snacks for the conduct of SMEA	M & E Coordinator	No	Small Value Procurement	Last Week of November	Last Week of November	First Week of December	First Week of December	MOOE	1,800.00	1,800.00	0	Snacks for the conduct of SMEA
Procurement of office supplies	School Supply Officer	No	Small Value Procurement	Last Week of November	Last Week of November	First Week of December	First Week of December	MOOE	46,144.00	46,144.00	0	Various Office supplies
									431,876.00	431,876.00		

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