INDICATIVE ANNUAL PROCUREMENT PLAN (APP) 2025

IVISI	ON OF ESCALANTE CITY	
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BUDGET SECTION DATE: SEP U 2 2024

PUTINGBATO ELEMENTARY SCHOOL									nna.U	INITI	AL: I	-033 F
		Is this		SCHEDUL	T ACTIVITY		a total process process transcent	IMATED BUDGET (PhP)				
PROCUREMENT PROJECT	END-USER	an Early Procure ment Activity? (Yes/No)	MODE OF PROCUREME NT	Advertisement t/ Posting of IB/RFQ		Notice of Award	Contract_Signing/PO	SOURCE OF FUNDS		MOOE	СО	REMARKS (Brief Description of Project)
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							TO SECURITY OF SECURITY					
Procurement of supplies for the reproduction of quarterly examination and summative test		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	January	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												
	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

payment of labor for the rehabilitation of school stage roofing	School Physical Facility Coor.	No	Small Value Procurement		of Last Week of February	of First Week of March	of First Week of March	of MOOE	47,850.00	47,850.00	0	Materials and paid labor for the rehabilitation of school stage roofing
	Coordinator	No	Small Value Procurement		of Last Week of February	of First Week of March	of First Week of March	f MOOE	1,000.00	1,000.00	0	or the conduct of
	r M & E Coordinator	No	Small Value Procurement		1000		f First Week of March	f MOOE	1,800.00	1,800.00	0	SLAC Snacks for the conduct of SMEA
APRIL			ASSESSED FOR STREET		A DESCRIPTION OF THE PARTY OF T	ATTENDED TO						DIVIER
materials for the conduct of graduation & moving up ceremony	School HRD Coordinator	No	Small Value Procurement		f Last Week of March	f First Week of April	f First Week of April	f MOOE	1,800.00	1,800.00	0	Supplies and materials for the conduct of graduation & moving up ceremony
conduct of graduation & moving up ceremony		No	Procurement		March	April	April	MOOE	6,000.00	6,000.00		Meals for the conduct of graduation & moving up ceremony
	School Physical Facility Coor.	No	Procurement	March	March	First Week of April	April	MOOE	2,000.00	2,000.00		Tarpaulin
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			MOOE	34,000.00	34,000.00		Materials and paid labor for the rehabilitation of feeding enter roofing
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							, ip					
school ground maintenance F	School Physical Facility Coor.	No	Direct Retail Purchase	Last Week of April	Last Week of April	First Week of May		MOOE	1,000.00	1,000.00	0 1	Fuel for Mower
Procurement of materials and S	School Physical Facility Coor.					First Week of May	May First Week of May	MOOE	7,500.00	7,500.00	f	Materials and paid labor for the rehabilitation of Grade VI-Bacosa comfort room door
reproduction of reading materials for Project ELARPES	School Supply Officer		Small Value I Procurement	Last Week of I May	Last Week of F May	First Week of I June	First Week of June	MOOE	4,000.00	4,000.00	r	Various Office supplies for reproduction of reading materials for Project ELARPES
	School Supply Officer		Small Value L Procurement	Last Week of I	Last Week of F May	First Week of F	First Week of June	MOOE	5,000.00	5,000.00	0 V	Various supplies for reproduction of quarterly examination and summative test

D												
Procurement of drugs and medicines for learners	School GAD	No	Small Value		of Last Week of	f First Week o	of First Week of	of MOOE	4,000.00	T 4 000 00	T	
	Coordinator		Procurement	t May	May	June	June	MOOL ,	4,000.00 ;	4,000.00	0	Drugs and Medicines
Procurement of hygiene and	School GAD	No	Small Value			of First Week of		of MOOE	5 225 00	'	1_	
sanitary supplies	Coordinator		Procurement		May	June	June	MOOE	6,325.00	6,325.00	0	- Joseph Mild Stafftally
Procurement of gasoline for	School Physical	l No	Direct Retail			of First Week of		1 11000	4	 '		supplies
school ground maintenance	Facility Coor.		Purchase	May	May			of MOOE	1,000.00	1,000.00	0	Fuel for Mower
Procurement of (food) snacks for	r School HRD	No	Small Value			June	June	<u> </u>		1	1	
the conduct of SLAC	Coordinator	110	Procurement					f MOOE	1,000.00	1,000.00	0	Snacks for the conduct of
					May	June	June	1	1			SLAC
Procurement of food (snacks) for	r Brigada	No	Small Value		f Last Week of	f First Week of	f First Week of	f MOOE	5 500 00	£ 500.00	1-	
the conduct of Brigada Eskwela		1	Procurement		May	June	June	MOOE	6,500.00	6,500.00	0	Snacks for the conduct of
	Coordinator	1	,		500.55 *	,	1 Julie	1 ,	1	1	(Brigada Eskwela
Procurement of food (snacks) for	r Brigada	No	Cmall Volus	1	 '	 '	1'	1	1	(J	(
the conduct of stakeholder and	Eskwela	INU			A CONTRACTOR CONTRACTOR SECTION AND A SECTION AND A SECTION AS A SECTI		f First Week of	f MOOE	2,500.00	2,500.00	0	Various supplies and
community partnership	Coordinator	1	Procurement	May	May	June	June	1 1	1	2,000.00	1	various supplies and
recognition	Coordinator	1	1 ,	1	1	1 7	1	1	1 J	i I	6	materials for the conduc
recognition	1	1		1		1	1	4J	<u>1</u>	J		of stakeholder and
	1	1	,	1	,	1	1	1	1		1	community partnership
Procurement of (food) snacks for		No	Small Value	Last Week of	I get Week of	Trime Week of	.1	4			/	recognition
	Facility Coor.	1	Procurement			First Week of		MOOE	1,800.00	1,800.00	0	Snacks for the conduct o
					May	June	June	(J	1		, 7	SMEA
rocarement of office supplies	School Supply	No		Last Week of	Last Week of	First Week of	First Week of	MOOE	46,144.00	46 144 00		
	Officer	1	Procurement		May	June	June	MOOL	40,144.00	46,144.00	0	Various Office supplies
JULY			AND DESIGNATION OF THE PARTY OF								'	1
Procurement of office supplies	School Supply	No	Tomali Value	1	1849 12	A SHARE THE PARTY	A STATE OF THE STATE OF					人。 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
	Officer Officer	NO ,	Small Value	Last Week of	Last Week of			MOOE	5,000.00	5,000.00	0 1	Trains and less for the
forms	Oincer	ć 2	Procurement	June	June	July	July		A TOTAL SECTION AND A SECTION	0,000.00	0	Various supplies for the
	4		1	1	1			(1		reproduction of school
	School Physical	No	Small Value 1	Last Week of	Last Week of	First Week of	First Week of	MOOE	2 200 20			forms
	Facility Coor.	, J	Procurement	June	June	July	July	MOOE	2,000.00	2,000.00	0	Tarpaulin
Procurement of gasoline for	School Physical	No					-				J	(
And the second of the second o	Facility Coor.	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Purchase	Last Week of	Last Week of			MOOE	1,000.00	1,000.00	0	Fuel for Mower
	1.20			June	June	July	July		2 m	. 332.6.37.32.200.02.000		I del lei monei
1	School HRD		Small Value I	Last Week of	Last Week of	First Week of	First Week of	MOOE	1,000,00	1 000 00		
the conduct of SLAC	Coordinator		Procurement	June	June	July	July	MOOE	1,000.00	1,000.00	0 8	Snacks for the conduct of
AUGUST				IO GSWEOL		July	July		A-CASCAR (ASS)		ľ	SLAC
	Ostani Dhyminal	37				A CONTRACTOR						A COLOR OF THE RESERVE
1 1	School Physical	No	Direct Retail L	Last Week of	Last Week of I	First Week of	First Week of	MOOE	1,000.00	1,000.00	0 1	
	Facility Coor.		Purchase	July	July	August	August		1,000.00	1,000.00	0 1,	Fuel for Mower
	School HRD	No	Small Value L	Last Week of	Last Week of F			MOOF	1 222 20			
he conduct of SLAC	Coordinator		Procurement	July	July	August		MOOE	1,000.00	1,000.00	0 8	Snacks for the conduct of
SEPTEMBER						August	August				۶	SLAC
	-1 151 1 1	A STATE OF THE PARTY OF THE PAR		A CONTRACTOR OF THE PARTY OF TH	AMERICA			ASSESSED FOR THE PARTY OF THE P	A CONTRACTOR OF THE PARTY OF TH			
	School Physical	No		Last Week of I	Last Week of F	First Week of	First Week of	MOOE	1,000,00	1,000,00		
chool ground maintenance	Facility Coor.	J	Purchase	August			September	MOOL	1,000.00	1,000.00	O F	Fuel for Mower
rocurement of snacks for the S	School HRD	No		Last Week of L								
1	Coordinator		Procurement Procurement			First Week of F		MOOE	1,000.00	1,000.00	0 S	Snacks for the conduct of
	00.		Procurement	August	August	September	September	1			5	SLAC
	4 0° E	NT_	~ 11 T7 1 T	· C T						1	1.5	Jul 10
rocurement of snacks for the M	M & E		Small Value L			First Week of F	First Week of	MOOE	1.800.00	1 800 00		
rocurement of snacks for the M	M & E Coordinator		Small Value L Procurement	Last Week of L August	The second second second second second		First Week of M September	MOOE	1,800.00	1,800.00	0 S	Snacks for the conduct of SMEA

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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						NZ SECTION AND ADDRESS OF THE PARTY OF THE P						
Procurement of supplies for the reproduction of quarterly	School Supply Officer	No	Small Value	Last Week of	of the specialists with the second	First Week of	First Week of	MOOE	5,000.00	5,000.00	Ιο	Various supplies for
examination and summative test			Procurement	September	September	October	October			,,,,,,,,,		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			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		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
NOVEMBER		The second										Celebration
Procurement of gasoline for	School Physical											
school ground maintenance	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
DECEMBER						all there is because	1.0 vember					SLAC
	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
	School HRD Coordinator	No	Small Value Procurement	Last Week of November	Last Week of November	First Week of December	First Week of	MOOE	1,000.00	1,000.00	0	Snacks for the conduct of
	M & E Coordinator	No	Small Value	Last Week of	Last Week of	First Week of	December First Week of	MOOE	1,800.00	1,800.00	0	SLAC Snacks for the conduct of
	School Supply		Procurement	November	November	December	December					SMEA
7 5	Officer 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		

Prepared by:

JEDDAH U TANGUAN

BAC Secretariat

Reviewed by:

RAQUEL S. RELLOS BAC Chairperson

Allotment Availability:

KATHY S. CINCO

Administrative Officer V (Budget)

Noted:

MARITES C. CAPILITAN, PhD

OIC- Assistant Schools Division Superintendent

Approved:

RENATO T. BALLESTEROS, PhD, CESO V

Schools Division Superintendent