

**DEPED, DIVISION OF ESCALANTE CITY**

**Revised Annual Procurement Plan for FY 2023 1st Semester**

Code (PA P)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/ Activity/Project)
					Advertisement /Posting of IB/REI	Submission/ Opening of Bids/Quotations	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Security Services	Admin Officer V-General Services	Yes	Public Bidding	4th week of October 2022	3rd week of November 2022	4th week of November 2022	1st week of December 2022	GoP	264,000.00	264,000.00	0.00	Ensure safety of SDO properties and personnel; charged to Other General Services Expenses
	Procurement of Office & Other Supplies	Supply Officer	Yes	Public Bidding	4th week of October 2022	3rd week of November 2022	4th week of November 2022	1st week of December 2022	GoP	612,773.50	612,773.50	0.00	ensure availability of supplies for office operations & trainings; charged to Office Supplies Expenses & Other Supplies & materials Expenses
	Procurement of Fuel, Oil & Lubricants	Supply Officer	No	Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	500,883.65	500,883.65	0.00	ensure serviceability of motor vehicles for official travels of officials & personnel; charged to Fuel, Oil & Lubricant expenses
	Procurement of Drinking Water for Division Office Personnel	Supply Officer	No	Small Value Procurement	1st week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023	GoP	19,200.00	19,200.00	0.00	ensure the health and well being of SDO personnel
	Procurement of Venue for the conduct of monthly DCEL	SEPS-HRD	No	Small Value Procurement	1st week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023	GoP	54,000.00	54,000.00	0.00	to provide venue for monthly DCEL
	Procurement of Meals & Snacks for the conduct of quarterly DMEA	SEPS-HRD/EPS II-M&E	No	Small Value Procurement	4th week of August 2023	1st week of September 2023	1st week of September 2023	1st week of September 2023	GoP	56,200.00	56,200.00	0.00	to provide meals & snacks for quarterly DMEA
	Procurement of Meals & Snacks for the conduct of Mid Year Performance Review	SEPS-HRD/EPS II-M&E	No	Small Value Procurement	4th week of June 2023	1st week of July 2023	1st week of July 2023	1st week of July 2023	GoP	29,000.00	29,000.00	0.00	to determine the progress of achieving the performance targets and commitments of SDO personnel

Procurement of Meals & Snacks for the conduct of Year End Performance Review	SEPS-HRD/EPS II-M&E	No	Small Value Procurement	4th week of November 2023	1st week of December 2023	1st week of December 2023	1st week of December 2023	GoP	29,000.00	29,000.00	0.00	to review and evaluate the office and individual employee's performance level based on OPCRFS and IPCRFs
Procurement of Accountable Forms (OR & Checks)	AO IV-Cash	No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	6,600.00	6,600.00	0.00	to ensure collection & disbursement of funds
Procurement of Services (Repair & Maintenance of Motor Vehicle)	Admin Officer V-General Services	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	100,277.00	100,277.00	0.00	ensure serviceability of motor vehicles for official travels of officials & personnel; charged to RM Motor Vehicles Expense
Procurement of Insurance Coverage for Deped Vehicle (Strada)	Admin Officer V-General Services	No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	18,926.69	18,926.69	0.00	ensure Deped vehicle is protected by insurance coverage
Procurement of Signal Repeater/Booster for Cellphone Reception	ITO-I	No	Small Value Procurement	1st week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023	GoP	27,840.00	27,840.00	0.00	to improve and enhance cellphone reception of the SDO Office
Procurement of Furniture for the Training Center	Admin Officer V-General Services	No	Small Value Procurement	1st week of May 2023	2nd week of May 2023	3rd week of May 2023	3rd week of May 2023	GoP	19,000.00	19,000.00	0.00	to improve living conditions at the training center
Procurement of Medical and Dental Medicines for the implementation of Medical, Dental and Nursing services	Medical Officer III	No	Small Value Procurement	1st week of February 2023	2nd week of February 2023	3rd week of February 2023	3rd week of February 2023	GoP	59,978.40	59,978.40	0.00	to ensure continued services of SHN unit
Procurement of Repair of ceiling of the Division Records Section Office	PFC	No	Small Value Procurement	2nd week of March 2023	3rd week of March 2023	3rd week of March 2023	4th week of March 2023	GoP	6,272.00	6,272.00	0.00	to ensure safety of the employees
Procurement of replacement of hanging, strutting beams and ceiling	PFC	No	Small Value Procurement	2nd week of April 2023	3rd week of April 2023	3rd week of April 2023	4th week of April 2023	GoP	10,042.65	10,042.65	0.00	to ensure safety of the employees

Procurement of Board and Lodging for the conduct of Instructional Leadership Course, Capacity Building on Designing and Digitization of 21st Century Assessment (Secondary English, Science, and Math) - Grades 7-10	SEPS-HRD	Yes	Public Bidding	4th week of October 2022	3rd week of November 2022	4th week of November 2022	1st week of December 2022	GoP	1,314,000.00	1,314,000.00	0.00	to provide suitable venue for the conduct of trainings & seminars
Procurement of Supplies & materials for the conduct of Division Search for Service Excellence	SEPS-HRD	No	Small Value Procurement	1st week of January 2023	2nd week of January 2023	2nd week of January 2023	2nd week of January 2023	GoP	45,000.00	45,000.00	0.00	to provide meals & snacks for the conduct of trainings & seminars
Procurement of Meals & Snacks for the conduct of Division Search for Service Excellence	SEPS-HRD	No	Small Value Procurement	1st week of June 2023	2nd week of June 2023	2nd week of June 2023	2nd week of June 2023	GoP	125,000.00	125,000.00	0.00	to provide meals & snacks for the conduct of trainings & seminars
<b>TOTAL</b>									<b>3,297,993.89</b>	<b>3,297,993.89</b>		

**Prepared by:**

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**Certified Funds Available:**

**ROVILLE V. PELLOTAS**  
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**Recommending Approval:**

**MARITES C. CAPILITAN, PhD**  
BAC Chairperson

**Approved:**

**RENATO T. BALLESTEROS, PhD CESO VI**  
Schools Division Superintendent / HOPE