

# RIZAL ELEMENTARY SCHOOL

## INDICATIVE ANNUAL PROCUREMENT PLAN 2025

PROCUREMENT PROJECT	IND-USER	Is this an Early Procurement Activity? (Yes/No)	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				SOURCE OF FUNDS	ESTIMATED BUDGET (Php)			REMARKS (Brief Description of Project)
				Advertisement/Posting of IB/RFO	Submission/Opening of Bids/	Notice of Award	Contract Signing/PO		Total	MOOE	CO	
Procurement of School and Office Supplies	School Supply Officer	NO	Small Value Procurement	1st Week of January	2nd Week of January	3rd Week of January	4th Week of January	GoP	25,000.00	25,000.00		Ensured continuous school operations by procuring school and office supplies to produce school forms, assessment tools and accomplishment reports and to improve numeracy and literacy levels of learners
Procurement of School and Office Supplies	School Supply Officer	NO	Small Value Procurement	1st Week of March	2nd Week of March	3rd Week of March	4th Week of March	GoP	25,000.00	25,000.00		Ensured continuous school operations by procuring school and office supplies to produce school forms, assessment tools and accomplishment reports and to improve numeracy and literacy levels of learners
Procurement of School and Office Supplies	School Supply Officer	NO	Small Value Procurement	1st Week of September	2nd Week of September	3rd Week of September	4th Week of September	GoP	25,000.00	25,000.00		Ensured continuous school operations by procuring school and office supplies to produce school forms, assessment tools and accomplishment reports and to improve numeracy and literacy levels of learners
Procurement of School and Office Supplies	School Supply Officer	NO	Small Value Procurement	1st Week of November	2nd Week of November	3rd Week of November	4th Week of November	GoP	25,000.00	25,000.00		Ensured continuous school operations by procuring school and office supplies to produce school forms, assessment tools and accomplishment reports and to improve numeracy and literacy levels of learners
Procurement of Medicine Supplies	School Supply Officer	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	GoP	3,000.00	3,000.00		Ensured safe and healthy environment by providing medicines for learners
Procurement of Medicine Supplies	School Supply Officer	NO	Small Value Procurement	1st Week of May	2nd Week of May	3rd Week of May	4th Week of May	GoP	3,000.00	3,000.00		Ensured safe and healthy environment by providing medicines for learners
Procurement of Medicine Supplies	School Supply Officer	NO	Small Value Procurement	1st Week of August	2nd Week of August	3rd Week of August	4th Week of August	GoP	3,000.00	3,000.00		Ensured safe and healthy environment by providing medicines for learners







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Procurement of Medicine Supplies	School Supply Officer	NO	Small Value Procurement	1st Week of November	2nd Week of November	3rd Week of November	4th Week of November	CoP	3,000.00	3,000.00		Ensured safe and healthy environment by providing medicines for learners
Procurement of sanitary health supplies for learners	School GAD Coordinator	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	CoP	2,330.00	2,330.00		Procured hygiene supplies for minimum health requirements
Procurement of sanitary health supplies for learners	School GAD Coordinator	NO	Small Value Procurement	1st Week of April	2nd Week of April	3rd Week of April	4th Week of April	CoP	2,330.00	2,330.00		Procured hygiene supplies for minimum health requirements
Procurement of sanitary health supplies for learners	School GAD Coordinator	NO	Small Value Procurement	1st Week of July	2nd Week of July	3rd Week of July	4th Week of July	CoP	2,330.00	2,330.00		Procured hygiene supplies for minimum health requirements
Procurement of sanitary health supplies for learners	School GAD Coordinator	NO	Small Value Procurement	1st Week of October	2nd Week of October	3rd Week of October	4th Week of October	CoP	2,330.00	2,330.00		Procured hygiene supplies for minimum health requirements
Procurement of Potable Water	School GAD Coordinator	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	CoP	5,040.00	5,040.00		Provided safe drinking water to learners by promoting health and sanitization. (GAD)
Procurement of Potable Water	School GAD Coordinator	NO	Small Value Procurement	1st Week of April	2nd Week of April	3rd Week of April	4th Week of April	CoP	5,040.00	5,040.00		Provided safe drinking water to learners by promoting health and sanitization. (GAD)
Procurement of Potable Water	School GAD Coordinator	NO	Small Value Procurement	1st Week of July	2nd Week of July	3rd Week of July	4th Week of July	CoP	5,040.00	5,040.00		Provided safe drinking water to learners by promoting health and sanitization. (GAD)
Procurement of Potable Water	School GAD Coordinator	NO	Small Value Procurement	1st Week of October	2nd Week of October	3rd Week of October	4th Week of October	CoP	5,040.00	5,040.00		Provided safe drinking water to learners by promoting health and sanitization. (GAD)
Fabrication of Shoe Rack	School GAD Coordinator	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	CoP	5,200.00	5,200.00		Provide school with a clean slate and increase sustainability.
Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of January	2nd Week of January	3rd Week of January	3rd Week of January	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.
Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of January	2nd Week of January	3rd Week of January	3rd Week of January	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.
Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.
Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of March	2nd Week of March	3rd Week of March	4th Week of March	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.

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Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of May	2nd Week of May	3rd Week of May	4th Week of May	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.	
Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of July	2nd Week of July	3rd Week of July	4th Week of July	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.	
Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of August	2nd Week of August	3rd Week of August	4th Week of August	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.	
Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of September	2nd Week of September	3rd Week of September	4th Week of September	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.	
Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of October	2nd Week of October	3rd Week of October	4th Week of October	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.	
Procurement of Snacks for School Learning Action Cell (SLAC)	School HRD Coordinator	NO	Small Value Procurement	1st Week of November	2nd Week of November	3rd Week of November	4th Week of November	CoP	1,700.00	1,700.00		Provided technical assistance to teachers to enhance management skills and instructional competencies.	
Procurement of food for INSET	School HRD Coordinator	NO	Small Value Procurement	4th Week of December 2023	1st Week of January	2nd Week of January	2nd Week of January	CoP	34,000.00	34,000.00		Provided technical assistance to teachers to enhance the level of competence and other professional development.	
Procurement of Tarpaulin	School Information Officer	NO	Small Value Procurement	2nd Week of January	2nd Week of January	3rd Week of January	3rd Week of January	CoP	1,000.00	1,000.00		Procured tarpaulin to sustain school operations and management	
Procurement of Tarpaulin	School Information Officer	NO	Small Value Procurement	1st Week of April	2nd Week of April	3rd Week of April	4th Week of April	CoP	1,000.00	1,000.00		Procured tarpaulin to sustain school operations and management	
Procurement of Tarpaulin	School Information Officer	NO	Small Value Procurement	1st Week of May	2nd Week of May	3rd Week of May	4th Week of May	CoP	1,000.00	1,000.00		Procured tarpaulin to sustain school operations and management	
Procurement of Tarpaulin	School Information Officer	NO	Small Value Procurement	1st Week of July	2nd Week of July	3rd Week of July	4th Week of July	CoP	1,000.00	1,000.00		Procured tarpaulin to sustain school operations and management	
Procurement of Tarpaulin	School Information Officer	NO	Small Value Procurement	1st Week of August	2nd Week of August	3rd Week of August	4th Week of August	CoP	1,000.00	1,000.00		Procured tarpaulin to sustain school operations and management	

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Procurement of Tarpaulin	School Information Officer	NO	Small Value Procurement	1st Week of September	2nd Week of September	3rd Week of September	4th Week of September	GoP	1,000.00	1,000.00		Procured tarpaulin to sustain school operations and management
Procurement of Tarpaulin	School Information Officer	NO	Small Value Procurement	1st Week of October	2nd Week of October	3rd Week of October	4th Week of October	GoP	500.00	500.00		Procured tarpaulin to sustain school operations and management
Procurement of Tarpaulin	School Information Officer	NO	Small Value Procurement	1st Week of November	2nd Week of November	3rd Week of November	4th Week of November	GoP	1,000.00	1,000.00		Procured tarpaulin to sustain school operations and management
Procurement of materials for repair of school stage	School Physical Facility Coordinator	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	GoP	35,200.00	35,200.00		Ensured safe learning environment for learners
Procurement of materials for the repainting of school buildings	School Physical Facility Coordinator	NO	Small Value Procurement	1st Week of April	2nd Week of April	3rd Week of April	4th Week of April	GoP	34,236.00	34,236.00		Ensured safe and child-friendly environment for learners
Procurement of Snacks for School Monitoring, Evaluation and Adjustment (SMEA)	School SMEA Coordinator	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	GoP	3,000.00	3,000.00		Tracked results on the delivery of basic education services of the school
Procurement of Snacks for School Monitoring, Evaluation and Adjustment (SMEA)	School SMEA Coordinator	NO	Small Value Procurement	1st Week of May	2nd Week of May	3rd Week of May	4th Week of May	GoP	3,000.00	3,000.00		Tracked results on the delivery of basic education services of the school
Procurement of Snacks for School Monitoring, Evaluation and Adjustment (SMEA)	School SMEA Coordinator	NO	Small Value Procurement	1st Week of August	2nd Week of August	3rd Week of August	4th Week of August	GoP	3,000.00	3,000.00		Tracked results on the delivery of basic education services of the school
Procurement of Snacks for School Monitoring, Evaluation and Adjustment (SMEA)	School SMEA Coordinator	NO	Small Value Procurement	1st Week of November	2nd Week of November	3rd Week of November	4th Week of November	GoP	3,000.00	3,000.00		Tracked results on the delivery of basic education services of the school
Procurement of meals for Teachers' Day Celebration	School HRD Coordinator	NO	Small Value Procurement	1st Week of September	2nd Week of September	3rd Week of September	4th Week of September	GoP	6,800.00	6,800.00		Recognized exemplary performance of the teachers and teaching-related personnel
Procurement of supplies/tokens for Teachers' Day Celebration	School HRD Coordinator	NO	Small Value Procurement	1st Week of September	2nd Week of September	3rd Week of September	4th Week of September	GoP	2,000.00	2,000.00		Recognized exemplary performance of the teachers and teaching-related personnel
Procurement of meals for Division Pasidungog	School Supply Officer	NO	Small Value Procurement	1st Week of November	2nd Week of November	3rd Week of November	4th Week of November	GoP	3,000.00	3,000.00		Recognized exemplary performance of the non-teaching personnel
Procurement of supplies for Graduation	School Supply Officer	NO	Small Value Procurement	1st Week of May	2nd Week of May	3rd Week of May	4th Week of May	GoP	5,500.00	5,500.00		To recognized learners achievements at the end of the school year
Procurement of meals for Graduation	School Supply Officer	NO	Small Value Procurement	1st Week of May	2nd Week of May	3rd Week of May	4th Week of May	GoP	12,000.00	12,000.00		To recognized learners achievements at the end of the school year
Procurement of Umbrella and Raincoat for Teachers and Staff	School DRRM Coordinator	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	GoP	22,620.00	22,620.00		Ensured safe and healthy environment by providing safety gears for teachers and staff
Procurement of Smart Television	Property Custodian	NO	Small Value Procurement	1st Week of January	2nd Week of January	3rd Week of January	4th Week of January	GoP	81,570.00	81,570.00		Ensured quality instructional materials

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Procurement of Sports Equipment	Property Custodian	NO	Small Value Procurement	1st Week of January	2nd Week of January	3rd Week of January	4th Week of January	GoP	11,992.40	11,992.40		Ensured learner's physical and socio-emotional skills	
Procurement of Refrigerator	Property Custodian	NO	Small Value Procurement	1st Week of January	2nd Week of January	3rd Week of January	4th Week of January	GoP	10,000.00	10,000.00		Utilized HE activities	
Procurement of Keckin Utensils	Property Custodian	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	GoP	5,000.00	5,000.00		Utilized HE activities	
Procurement of Electric Stove	Property Custodian	NO	Small Value Procurement	1st Week of March	2nd Week of March	3rd Week of March	4th Week of March	GoP	3,000.00	3,000.00		Utilized HE activities	
Procurement of Office Tables and Chairs	Property Custodian	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	GoP	20,000.00	20,000.00		Ensured quality instructional materials	
Procurement of Filing Cabinet	Property Custodian	NO	Small Value Procurement	1st Week of February	2nd Week of February	3rd Week of February	4th Week of February	GoP	10,000.00	10,000.00		Ensured quality instructional materials	
Procurement of Wall Fan	Property Custodian	NO	Small Value Procurement	1st Week of January	2nd Week of January	3rd Week of January	4th Week of January	GoP	10,000.00	10,000.00		Provided well-ventilation	
Procurement of Fuel Oil & Lubricants	Property Custodian	NO	Small Value Procurement	1st Week of January	2nd Week of January	3rd Week of January	4th Week of January	GoP	1,000.00	1,000.00		Ensured continuous school operationby providing fuel for trimming of school grounds	
Procurement of Fuel, Oil & Lubricants	Property Custodian	NO	Small Value Procurement	1st Week of March	2nd Week of March	3rd Week of March	4th Week of March	GoP	1,000.00	1,000.00		Ensured continuous school operationby providing fuel for trimming of school grounds	
Procurement of Fuel, Oil & Lubricants	Property Custodian	NO	Small Value Procurement	1st Week of August	2nd Week of August	3rd Week of August	4th Week of August	GoP	1,000.00	1,000.00		Ensured continuous school operationby providing fuel for trimming of school grounds	
Procurement of Fuel, Oil & Lubricants	Property Custodian	NO	Small Value Procurement	1st Week of November	2nd Week of November	3rd Week of November	4th Week of November	GoP	1,000.00	1,000.00		Ensured continuous school operationby providing fuel for trimming of school grounds	

Prepared by:

**DONALD F. BASCAR**  
Administrative Office II  
BAC - Secretariat

Reviewed:

**NORA B. REBADOMIA**  
Master Teacher I  
BAC-Chairperson

Allotment Availability:

**KATHY S. CINCO**  
Administrative Officer V  
Division Budget Officer

Noted:

**MARTIN C. CAPILITAN, PHD**  
OIC-Assistant Schools Division Superintendent

Approved:

**RENATO T. BALBASTEROS, PHD, CESO V**  
Schools Division Superintendent

**OASDS RECEIVED**  
AUG 21 2024