RIZAL ELEMENTARY SCHOOL

INDICATIVE ANNUAL PROCUREMENT PLAN 2025

	Procurement of Medicine Supplies	Procurement of Medicine Supplies	Procurement of Medicine Supplies	Procurement of School and Office Supplies	Procurement of School and Office Supplies	Procurement of School and Office Supplies	Procurement of School and Office Supplies		PROCTIREMENT PROJECT
	School Supply Officer	School Supply Officer	School Supply Officer	School Supply Officer	School Supply Officer	School Supply Officer	School Supply Officer		END-USER
	N O	NO	NO	NO	NO	NO	NO	ent Activity? (Yes/No)	Is this an Early Procurem
	Small Value Procurement	Small Value Procurement	Small Value Procurement	Small Value Procurement	Small Value Procurement	Small Value Procurement	Small Value Procurement	PROCUREMENT	MODE OF
	1st Week of August	1st Week of May	1st Week of February	1st Week of November	1st Week of September	1st Week of March	1st Week of January	Advertisement/ Posting of IB/RFQ	SCHEDUL
	2nd Week of August	2nd Week of May	2nd Week of February	2nd Week of November	2nd Week of September	2nd Week of March	2nd Week of January	Submission/ Opening of Bids/	SCHEDULE FOR EACH PROCUREMENT ACTIVITY
	3rd Week of August	3rd Week of May	3rd Week of February	3rd Week of November	3rd Week of September	3rd Week of March	3rd Week of January	Notice of Award	OCUREMENT A
	4th Week of August	4th Week of May	4th Week of February	4th Week of November	4th Week of September	4th Week of March	4th Week of January	Contract Signing/PO	CTIVITY
	GoP	GoP	GoP	GoP	GoP	CoP	GoP	FUNDS	SOURCE
	3,000.00	3,000.00	3,000.00	25,000.00	25,000.00	25,000.00	25,000.00	Total	ESTIMATED
	3,000.00	3,000.00	3,000.00	25,000.00	25,000.00	25,000.00	25,000.00	MOOE	ESTIMATED BUDGET (PhP)
	Ensured safe and healthy environment by providing medicines for learners	Ensured safe and healthy environmently providing medicines for learners	Ensured safe and healthy environments by providing medicines for learners	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	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	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	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	CO	REMARKS (Brief Description of
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PROCUREMENT PROJECT	END-OSEK	ent Activity? (Yes/No)	PROCUREMENT	Advertisement/ Posting of IB/RFO	Submission/ Opening of Bids/	Notice of Award	Contract Signing/PO	FUNDS	Total	MOOE	Project)
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	GoP	3,000.00	3,000.00	Ensured safe and healthy environmen 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	GoP	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	GoP	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	GoP	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	GoP	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	GoP	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	GoP	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	GoP	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	GoP	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	GoP	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	GoP	1,700.00	1,700.00	Provided techical 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	GoP	1,700.00	1,700.00	Provided techical 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	GoP	1,700.00	1,700.00	Provided techical 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	GoP	1,700.00	1,700.00	Provided techical assistance to teachers to enhance management skills and instructional competencies.

Procured tarpaulin to sustain school operations and management	1,000.00	1,000.00 1	1,00	GoP	4th Week of August	3rd Week of August	2nd Week of August	1st Week of August	Small Value Procurement	NO	School Information Officer	Procurement of Tarpaulin
Procured tarpaulin to sustain school operations and management	1,000.00	1,000.00	1,00	GoP	4th Week of July	3rd Week of July	2nd Week of July	1st Week of July	Small Value Procurement	NO	School Information Officer	Procurement of Tarpaulin
Procured tarpaulin to sustain school operations and management	1,000.00		1,000.00	GoP	4th Week of May	3rd Week of May	2nd Week of May	1st Week of May	Small Value Procurement	NO	School Information Officer	Procurement of Tarpaulin
Procured tarpaulin to sustain school operations and management	1,000.00	1,000.00 1	1,00	GoP	4th Week of April	3rd Week of April	2nd Week of April	1st Week of April	Small Value Procurement	NO	School Information Officer	Procurement of Tarpaulin
Procured tarpaulin to sustain school operations and management	1,000.00	1,000.00 1	1,00	GoP	3rd Week of January	3rd Week of January	2nd Week of January	2nd Week of January	Small Value Procurement	NO	School Information Officer	Procurement of Tarpaulin
Provided techical assistance to teachers to enhance the level of competence and other professional development.	34,000.00		34,000.00	GoP	2nd Week of January	2nd Week of January	1st Week of January	4th Week of December 2023	Small Value Procurement	NO	School HRD Coordinator	Procurement of food for INSET
Provided techical assistance to teachers to enhance management skills and instructional competencies.	1,700.00	1,700.00	1,70	GoP	4th Week of November	3rd Week of November	2nd Week of November	1st Week of November	Small Value Procurement	NO	School HRD Coordinator	Procurement of Snacks for School Learning Action Cell (SLAC)
Provided techical assistance to teachers to enhance management skills and instructional competencies.	1,700.00	1,700.00 1	1,70	GoP	4th Week of October	3rd Week of October	2nd Week of October	1st Week of October	Small Value Procurement	NO	School HRD Coordinator	Procurement of Snacks for School Learning Action Cell (SLAC)
Provided techical assistance to teachers to enhance management skills and instructional competencies.	1,700.00	1,700.00 1	1,70	GoP	4th Week of September	3rd Week of September	2nd Week of September	1st Week of September	Small Value Procurement	NO	School HRD Coordinator	Procurement of Snacks for School Learning Action Cell (SLAC)
Provided techical assistance to teachers to enhance management skills and instructional competencies.	1,700.00	1,700.00 1	1,70	GoP	4th Week of August	3rd Week of August	2nd Week of August	1st Week of August	Small Value Procurement	NO	School HRD Coordinator	Procurement of Snacks for School Learning Action Cell (SLAC)
Provided techical assistance to teachers to enhance management skills and instructional competencies.	1,700.00		1,700.00	GoP	4th Week of July	3rd Week of July	2nd Week of July	1st Week of July	Small Value Procurement	NO	School HRD Coordinator	Procurement of Snacks for School Learning Action Cell (SLAC)
Provided techical assistance to teachers to enhance management skills and instructional competencies.	1,700.00	1,700.00 1	1,70	GoP	4th Week of May	3rd Week of May	2nd Week of May	1st Week of May	Small Value Procurement	NO	School HRD Coordinator	Procurement of Snacks for School Learning Action Cell (SLAC)
Project)	ЕСО	MOOE	Total	FUNDS	Contract Signing/PO	Notice of Award	Submission/ Opening of Bids/	Advertisement/ Posting of IB/RFQ	PROCUREMENT	ent Activity? (Yes/No)		
REMARKS (Brief Description of	GET (PhP)	ESTIMATED BUDGET (PhP)		SOURCE	ACHVITY	OCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY	SCHEDUL	MODE OF	Is this an Early Procurem	END-USER	PROCUREMENT PROJECT

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PROCUREMENT PROJECT	END-USER	Is this an Early Procurem	MODE OF	SCHEDUI	SCHEDULE FOR EACH PROCUREMENT ACTIVITY	ROCUREMENT	ACTIVITY	SOURCE	ESTIMATED	ESTIMATED BUDGET (PhP)	REMARKS (Brief Description of
		ent Activity? (Yes/No)	PROCUREMENT	Advertisement/ Posting of IB/RFQ	Submission/ Opening of Bids/	Notice of Award	Contract Signing/PO	Š	Total	моов со	
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-frienly environment for learners
Procurement of Snacks for School Monitoring, Evaluation and Adsjustment (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 Adsjustment (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 Adsjustment (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 Adsjustment (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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Ensured continuous school operationby providing fuel for trimming of school grounds	1,000.00		1,000.00	GoP	4th Week of November	3rd Week of November	2nd Week of November	1st Week of November	Small Value Procurement	NO	Property Custodian	Procurement of Fuel, Oil & Lubricants
Ensured continuous school operationby providing fuel for trimming of school grounds	1,000.00		1,000.00	CoP	4th Week of August	3rd Week of August	2nd Week of August	1st Week of August	Small Value Procurement	NO	Property Custodian	Procurement of Fuel, Oil & Lubricants
Ensured continuous school operationby providing fuel for trimming of school grounds	1,000.00		1,000.00	GoP	4th Week of March	3rd Week of March	2nd Week of March	1st Week of March	Small Value Procurement	NO	Property Custodian	Procurement of Fuel, Oil & Lubricants
Ensured continuous school operationby providing fuel for trimming of school grounds	1,000.00		1,000.00	GoP	4th Week of January	3rd Week of January	2nd Week of January	1st Week of January	Small Value Procurement	NO	Property Custodian	Procurement of Fuel, Oil & Lubricants
Provided well-ventilation	10,000.00		10,000.00	GoP	4th Week of January	3rd Week of January	2nd Week of January	1st Week of January	Small Value Procurement	NO	Property Custodian	Procurement of Wall Fan
Ensured quality instructional materials	10,000.00		10,000.00	GoP	4th Week of February	3rd Week of February	2nd Week of February	1st Week of February	Small Value Procurement	NO	Property Custodian	Procurement of Filing Cabinet
Ensured quality instructional materials	20,000.00		20,000.00	GoP	4th Week of February	3rd Week of February	2nd Week of February	1st Week of February	Small Value Procurement	NO	Property Custodian	Procurement of Office Tables and Chairs
Utilized HE activities	3,000.00		3,000.00	GoP	4th Week of March	3rd Week of March	2nd Week of march	1st Week of March	Small Value Procurement	NO	Property Custodian	Procurement of Electric Stove
Utilized HE activities	5,000.00		5,000.00	GoP	4th Week of February	3rd Week of February	2nd Week of February	1st Week of February	Small Value Procurement	NO	Property Custodian	Procurement of Ketchin Utencils
Utilized HE activities	10,000.00		10,000.00	GoP	4th Week of January	3rd Week of January	2nd Week of January	1st Week of January	Small Value Procurement	NO	Property Custodian	Procurement of Refrigerator
Ensured learner's physical and socio- emotional skills	11,992.40		11,992.40	GoP	4th Week of January	3rd Week of January	2nd Week of January	1st Week of January	Small Value Procurement	NO	Property Custodian	Procurement of Sports Equipment
Project)	СО	МООЕ	Total	FUNDS	Contract Signing/PO	Notice of Award	Submission/ Opening of Bids/	Advertisement/ Posting of IB/RFQ	PROCUREMENT	ent Activity? (Yes/No)		
REMARKS (Brief Description of	ET (PhP)	D BUDG	ESTIMATED BUDGET (PhP)	SOURCE	CTIVITY	OCUREMENT /	SCHEDULE FOR EACH PROCUREMENT ACTIVITY	SCHEDUL	MODE OF	Is this an Early Procurem	END-USER	PROCUREMENT PROJECT
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Prepared by:

Administrative Office II BAC - Secretariat DONAH F. BASCAR

NORAB. REBADOMIA

Master Teacher 1

HAC-Chairperson

Reviewed:

Allotment Availability:

Administrative Officer V Division/Budget Officer KATHY S. CINCO

Noted:

MARITES C. CAPILITAN, PhD
OIC-Assistant Schools Division Superintendent

RENATO T. BALLESTEROS, PhD, CESO V Schools Division Superintendent

Approved:

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