


INDICATIVE ANNUAL PROCUREMENT PLAN (APP) 2025

WASHINGTON ELEMENTARY SCHOOL

PROCUREMENT PROJECT	END- 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/RFQ	Submission/ Opening of Bids/ Quotations	Notice of Award	Contract Signing/PO		Total	MOOE	CO	
<b>JANUARY</b>												
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of January	Second Week of January	Second Week of January	Second Week of January	MOOE	1,500.00	1,500.00		Potable water for learners
Conduct In-Service Training for Teachers (INSET)	School HRD Coordinator	No	Small Value Procurement	First Week of January	Second Week of January	Second Week of January	Second Week of January	MOOE	20,000.00	20,000.00		Meals for INSET
Conduct SLAC sessions	School HRD Coordinator	No	Small Value Procurement	First Week of January	Second Week of January	Second Week of January	Second Week of January	MOOE	1,700.00	1,700.00		Snacks for SLAC
Procure snacks for the school educational summit	School HRD Coordinator	No	Small Value Procurement	First Week of January	Second Week of January	Second Week of January	Second Week of January	MOOE	3,000.00	3,000.00		Snacks for educational summit
<b>FEBRUARY</b>												
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of January	Second Week of January	Second Week of January	Second Week of January	MOOE	1,500.00	1,500.00		Potable water for learners
Procure LPG tanks for Home Economics-related activities	School Feeding Coordinator	No	Small Value Procurement	First Week of February	Second Week of February	Second Week of February	Second Week of February	MOOE	1,300.00	1,300.00		LPG
Conduct SLAC sessions	School HRD Coordinator	No	Small Value Procurement	First Week of February	Second Week of February	Second Week of February	Second Week of February	MOOE	1,700.00	1,700.00		Snacks for SLAC
Procure hygiene supplies for learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of February	Second Week of February	Second Week of February	Second Week of February	MOOE	13,850.00	13,850.00		Hygiene Kits
Procure fuel, oil and lubricants for school ground maintenance (mower)	School Physical Facility	No	Direct Retail Purchase	First Week of February	Second Week of February	Second Week of February	Second Week of February	MOOE	1,400.00	1,400.00		Fuel for Mower
Procure corner set for the ICT Office	School Property Custodian	No	Small Value Procurement	First Week of February	Second Week of February	Second Week of February	Second Week of February	MOOE	15,000.00	15,000.00		Corner Set
<b>MARCH</b>												
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of March	Second Week of March	Second Week of March	Second Week of March	MOOE	1,500.00	1,500.00		Potable water for learners
Procure materials for the Repair and installation of door grills/jambs/door knobs of ten (10) classrooms	School Physical Facility	No	Small Value Procurement	First Week of March	Second Week of March	Second Week of March	Second Week of March	MOOE	33,703.70	30,000.00		Construction materials
Procure materials for the repair of Grade 5 Classroom Ceiling	School Physical Facility	No	Small Value Procurement	First Week of March	Second Week of March	Second Week of March	Second Week of March	MOOE	29,625.19	29,625.19		Construction materials
Conduct SLAC sessions	HRD Coordinator	No	Small Value Procurement	First Week of March	Second Week of March	Second Week of March	Second Week of March	MOOE	1,700.00	1,700.00		Snacks for SLAC
Procure printers for the printing and reproduction of test materials	School Property Custodian	No	Small Value Procurement	First Week of March	Second Week of March	Second Week of March	Second Week of March	MOOE	21,180.00	21,180.00		Printers
Procure LED TV for learners as strategic intervention material in the teaching-learning process	School Property Custodian	No	Small Value Procurement	First Week of March	Second Week of March	Second Week of March	Second Week of March	MOOE	36,000.00	36,000.00		LED TV
Procure snacks for quarterly SMEA Conferences	SMEA Coordinator	No	Small Value Procurement	First Week of March	Second Week of March	Second Week of March	Second Week of March	MOOE	3,000.00	3,000.00		Snacks for SMEA
<b>APRIL</b>												
Procure supplies and materials for the printing and reproduction of test materials	School Supply Officer	No	Small Value Procurement	First Week of April	Second Week of April	Second Week of April	Second Week of April	MOOE	32,200.00	32,200.00		Office supplies
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of April	Second Week of April	Second Week of April	Second Week of April	MOOE	1,500.00	1,500.00		Potable water for learners
Procure DRRM equipment	DRRM Coordinator	No	Small Value Procurement	First Week of April	Second Week of April	Second Week of April	Second Week of April	MOOE	9,000.00	9,000.00		Fire Extinguishers
Procure LPG tanks for Home Economics-related activities	School Feeding Coordinator	No	Small Value Procurement	First Week of April	Second Week of April	Second Week of April	Second Week of April	MOOE	1,300.00	1,300.00		LPG
Procure fuel, oil and lubricants for school ground maintenance (mower)	School Physical Facility	No	Direct Retail Purchase	First Week of April	Second Week of April	Second Week of April	Second Week of April	MOOE	1,400.00	1,400.00		Fuel for Mower


MAY											
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of May	Second Week of May	Second Week of May	Second Week of May	MOOE	1,500.00	1,500.00	Potable water for learners
Procure materials for the repair of library room windows	School Physical Facility	No	Small Value Procurement	First Week of May	Second Week of May	Second Week of May	Second Week of May	MOOE	21,851.85	21,851.85	Construction materials
Procure materials for the Repainting of School Canopy/Boxes/Walls	School Physical Facility	No	Small Value Procurement	First Week of May	Second Week of May	Second Week of May	Second Week of May	MOOE	7,407.41	7,407.41	Construction materials
JUNE											
Conduct SLAC sessions	HRD Coordinator	No	Small Value Procurement	First Week of June	Second Week of June	Second Week of June	Second Week of June	MOOE	1,700.00	1,700.00	Snacks for SLAC
Procure drugs and medicines for the School Clinic	GAD Coordinator	No	Small Value Procurement	First Week of June	Second Week of June	Second Week of June	Second Week of June	MOOE	5,000.00	5,000.00	Drugs and Medicines
Procure supplies for recognition and graduation ceremonies	School HRD Coordinator	No	Small Value Procurement	First Week of June	Second Week of June	Second Week of June	Second Week of June	MOOE	6,000.00	6,000.00	Supplies for recognition
Procure meals for recognition and graduation ceremonies	School HRD Coordinator	No	Small Value Procurement	First Week of June	Second Week of June	Second Week of June	Second Week of June	MOOE	10,000.00	10,000.00	Meals for recognition
Procure tarpaulin for recognition and graduation ceremonies	School HRD Coordinator	No	Small Value Procurement	First Week of June	Second Week of June	Second Week of June	Second Week of June	MOOE	1,620.00	1,620.00	Tarpaulin for recognition
Procure snacks for quarterly SMEA Conferences	SMEA Coordinator	No	Small Value Procurement	First Week of June	Second Week of June	Second Week of June	Second Week of June	MOOE	3,000.00	3,000.00	Snacks for SMEA
JULY											
Conduct SLAC sessions	HRD Coordinator	No	Small Value Procurement	First Week of July	Second Week of July	Second Week of July	Second Week of July	MOOE	1,700.00	1,700.00	Snacks for SLAC
Procure LPG tanks for Home Economics-related activities	School Feeding Coordinator	No	direct Retail Purchase	First Week of July	Second Week of July	Second Week of July	Second Week of July	MOOE	1,300.00	1,300.00	LPG
Procure materials for the repair of lunch counter	School Physical Facility	No	Small Value Procurement	First Week of July	Second Week of July	Second Week of July	Second Week of July	MOOE	32,962.96	32,962.96	Construction materials
AUGUST											
Procure materials for the repair of school canopy	School Physical Facility	No	Small Value Procurement	First Week of August	Second Week of August	Second Week of August	Second Week of August	MOOE	34,444.44	34,444.44	Construction materials
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of August	Second Week of August	Second Week of August	Second Week of August	MOOE	1,500.00	1,500.00	Potable water for learners
Procured tarpaulin for the different school activities	School Supply Officer	No	Small Value Procurement	First Week of August	Second Week of August	Second Week of August	Second Week of August	MOOE	1,620.00	1,620.00	Tarpaulin
Procure tarpaulin for the conduct of Brigada Eskwela Kick-Off	School Supply Officer	No	Small Value Procurement	First Week of August	Second Week of August	Second Week of August	Second Week of August	MOOE	540.00	540.00	Tarpaulin
Conduct SLAC sessions	HRD Coordinator	No	Small Value Procurement	First Week of August	Second Week of August	Second Week of August	Second Week of August	MOOE	1,700.00	1,700.00	Snacks for SLAC
Project ELWESIR	HRD Coordinator	No	Small Value Procurement	First Week of August	Second Week of August	Second Week of August	Second Week of August	MOOE	15,000.00	15,000.00	Supplies for ELWESIR
Procure fuel, oil and lubricants for school ground maintenance (mower)	School Physical Facility	No	Direct Retail Purchase	First Week of August	Second Week of August	Second Week of August	Second Week of August	MOOE	1,400.00	1,400.00	Fuel for Mower
SEPTEMBER											
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of September	Second Week of September	Second Week of September	Second Week of September	MOOE	1,500.00	1,500.00	Potable water for learners
Procure supplies and materials for the printing and reproduction of test materials	School Supply Officer	No	Small Value Procurement	First Week of September	Second Week of September	Second Week of September	Second Week of September	MOOE	16,800.00	16,800.00	Office supplies
Conduct SLAC sessions	HRD Coordinator	No	Small Value Procurement	First Week of September	Second Week of September	Second Week of September	Second Week of September	MOOE	1,700.00	1,700.00	Snacks for SLAC
Procure snacks for quarterly SMEA Conferences	SMEA Coordinator	No	Small Value Procurement	First Week of September	Second Week of September	Second Week of September	Second Week of September	MOOE	3,000.00	3,000.00	Snacks for SMEA
Procure School Seal	School Property Custodian	No	Small Value Procurement	First Week of September	Second Week of September	Second Week of September	Second Week of September	MOOE	5,000.00	5,000.00	School Seal
Procure LPG tanks for Home Economics-related activities	School Feeding Coordinator	No	direct Retail Purchase	First Week of September	Second Week of September	Second Week of September	Second Week of September	MOOE	1,300.00	1,300.00	LPG

OCTOBER											
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of October	Second Week of October	Second Week of October	Second Week of October	MOOE	1,500.00	1,500.00	Potable water for learners
Conduct SLAC sessions	HRD Coordinator	No	Small Value Procurement	First Week of September	Second Week of September	Second Week of September	Second Week of September	MOOE	1,700.00	1,700.00	Snacks for SLAC
Procure meals for Division Service Excellence Awarding Activity	HRD Coordinator	No	Small Value Procurement	First Week of October	Second Week of October	Second Week of October	Second Week of October	MOOE	5,015.00	5,015.00	Meals for Division Service Excellence Awarding Activity
Procure meals for Teachers Rewarding Activity	HRD Coordinator	No	Small Value Procurement	First Week of October	Second Week of October	Second Week of October	Second Week of October	MOOE	8,550.00	8,550.00	Meals for service excellence award
Procure other supplies for the Teachers Rewarding Activities	HRD Coordinator	No	Small Value Procurement	First Week of October	Second Week of October	Second Week of October	Second Week of October	MOOE	2,550.00	2,550.00	Other Supplies
Procure fuel, oil and lubricants for school ground maintenance (mower)	School Physical Facility	No	Direct Retail Purchase	First Week of October	Second Week of October	Second Week of October	Second Week of October	MOOE	1,400.00	1,400.00	Fuel for Mower
NOVEMBER											
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of November	Second Week of November	Second Week of November	Second Week of November	MOOE	1,500.00	1,500.00	Potable water for learners
Conduct SLAC sessions	HRD Coordinator	No	Small Value Procurement	First Week of November	Second Week of November	Second Week of November	Second Week of November	MOOE	1,700.00	1,700.00	Snacks for SLAC
DECEMBER											
Procure gallons of potable water for Learners (GAD)	GAD Coordinator	No	Small Value Procurement	First Week of December	Second Week of December	Second Week of December	Second Week of December	MOOE	1,500.00	1,500.00	Potable water for learners
Conduct SLAC sessions	HRD Coordinator	No	Small Value Procurement	First Week of December	Second Week of December	Second Week of December	Second Week of December	MOOE	1,700.00	1,700.00	Snacks for SLAC
Procure snacks for quarterly SMEA Conferences	SMEA Coordinator	No	Small Value Procurement	First Week of December	Second Week of December	Second Week of December	Second Week of December	MOOE	3,000.00	3,000.00	Snacks for SMEA
Procure meals for stress management symposium	HRD Coordinator	No	Small Value Procurement	First Week of December	Second Week of December	Second Week of December	Second Week of December	MOOE	5,610.00	5,610.00	Meals for Stress Mngt. Symposium
Procure supplies and materials for the decoration of Stakeholders' Recognition	School Supply Officer	No	Small Value Procurement	First Week of December	Second Week of December	Second Week of December	Second Week of December	MOOE	5,000.00	5,000.00	Supplies and Materials
Procure tarpaulin for the Stakeholders' Recognition	School Supply Officer	No	Small Value Procurement	First Week of December	Second Week of December	Second Week of December	Second Week of December	MOOE	540.00	540.00	Tarpaulin
									453,870.55	453,870.55	

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**AUG 28 2024**