Schools Division Office of Bataan - Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procure-ment	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/ Project)
				Pre-Proc Confe-rence	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		Total	MOOE	CO	
2024-001	Attended Division Initiated Training (Meals, Accommodation and Venues)	Various sections in Division Office	Shopping	Year - Round												GOP	2,200,000.00	2,200,000.00		Training, workshop and seminars of all SDO Personnel
2024-002	Emergency Procurement of supplies, materials and equipment	Various sections in Division Office	Shopping	Year - Round												GOP	900,000.00	900,000.00		For Office/Units that has no available supplies, materials and equipment
2024-003	Procurement of Common use supplies not available at DBM	Various sections in Division Office	Shopping	Year - Round												GOP	2,179,000.00	2,179,000.00		Other Office Supplies not available at DBM-PS
2024-005	Procurement of materials for Minor Repairs of equipment and vehicle	Division Office Personnel	Shopping	Year - Round												GOP	800,000.00	800,000.00		Repair on different areas w/in the DO
2024-006	Procurement of materials and Supplies for Trainings/Seminars	Division Office Personnel	Shopping	Year - Round												GOP	500,000.00	500,000.00		Trainings & Seminars of EPS and all Other Unit/Section Heads
2024-007	Payment of Utilities (Telephone, Electrical, and Water Bills Etc.)	SDO Bataan	Shopping	Year - Round												GOP	4,500,000.00	4,500,000.00		Payment of Bills of SDO - Bataan
2024-008	Transportation Services for Trainings (Bus Rental and Air Fare)	Division Office Personnel	Shopping	Year - Round												GOP	800,000.00	800,000.00		Rental of Bus and to payment of Air Fare Ticket for Trainings & Seminars
2024-009	Trainings for GAD	Division Office Personnel	Shopping	Year - Round												GOP	800,000.00	800,000.00		Training for GAD of all SDO Personnel
2024-010	Procurement of supplies for senior citizen and PWD	SDO Personnel (Senior Citizen and PWD)	Shopping	Year-Round												GOP	150,000.00	150,000.00		For Activity related to Senior Citizen and PWD
2024-011	Procurement of supplies for disaster risk reduction management	Division Office Personnel	Shopping	Year-Round												GOP	800,000.00	800,000.00		Supplies for DRRM
2024-015	Payment for gasoline expenses	Division Office Driver	Shopping	Year-Round												GOP	1,200,000.00	1,200,000.00		Payment for gasoline expenses of all service vehicle of SDO
2024-016	Payment of Honorarium for Resource Persons	Division Office Personnel	Shopping	Year-Round												GOP	200,000.00	200,000.00		Payment for the honorarium of non DepEd Personnel as the Resource Speaker
2024-017	Payment for other mooe	Division Office Personnel	Shopping	Year - Round												GOP	200,000.00	200,000.00		for emergency purchase under other mooe
																	15,229,000.00	15,229,000.00		

Prepared by:

ETHEL JOYCE T. BARTOLOME
AO IV / SUPPLY OFFICER II

Recommending Approval:

MYRA V. DILIG
Accountant / OIC-Budget Officer

Approved:

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent