

# Division of Science City of Munoz Indicative Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Project	PMO/ 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/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
CID-001	Clustered LAC Sessions of Teachers per Learning Area on the Implementation, Monitoring and Evaluation on Remediation Interventions and Innovations	CID	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	650,000.00	650,000.00	-	INSET FUND
SDS-001	Attendance to Trainings and Seminars	SDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	50,000.00	50,000.00	-	INSET FUND
CAS-001	Attendance to Trainings/Seminars outside division	CASH	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	7,800.00	7,800.00	-	INSET FUND
QMR-001	Development of Operations Manual	ASDS	NO	NP-53.9 - Small Value Procurement	APRIL	N/A	APRIL	APRIL	GoP	15,000.00	15,000.00	-	INSET FUND
QMR-002	Internal Quality Audit	ASDS	NO	NP-53.9 - Small Value Procurement	MAY	N/A	MAY	MAY	GoP	15,000.00	15,000.00	-	INSET FUND
QMR-003	Management Review	ASDS	NO	NP-53.9 - Small Value Procurement	JUN	N/A	JUN	JUN	GoP	25,000.00	25,000.00	-	INSET FUND
ASD-001	Weekly Staff Meeting	ASDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	87,500.00	87,500.00	-	INSET FUND
ASD-002	Selection and hiring of Teacher I	ASDS	NO	NP-53.9 - Small Value Procurement	JUN	N/A	JUN	JUN	GoP	42,000.00	42,000.00	-	INSET FUND
ASD-003	Ranking for promotion for teaching and non-teaching personnel	ASDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	13,500.00	13,500.00	-	INSET FUND
ASD-004	Attendance to trainings / seminars outside division	ASDS	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	30,000.00	30,000.00	-	INSET FUND
ASD-005	Executive Committee Meeting	ASDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	44,000.00	44,000.00	-	INSET FUND
BUD-001	Attendance to Training outside the division	BUDGET	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	GoP	7,800.00	7,800.00	-	INSET FUND
DRR-001	Attendance to Training outside the division	DRRM	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	7,800.00	7,800.00	-	INSET FUND
PAY-001	Attendance to Training outside the division	PAYROLL	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	7,800.00	7,800.00	-	INSET FUND
ICT-001	Attendance to Trainings/Seminars outside division	ICT	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	7,800.00	7,800.00	-	INSET FUND
SUP-001	Attendance to Trainings, seminars, workshops, orientation outside the division	SUPPLY	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	7,800.00	7,800.00	-	INSET FUND
ACC-001	Attendance to Trainings/Seminars outside division	ACCOUNTING	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	7,800.00	7,800.00	-	INSET FUND
ADM-001	Attendance to Trainings/Seminars outside division	ADMIN	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	7,800.00	7,800.00	-	INSET FUND
PER-001	Attendance to Trainings/Seminars outside division	PERSONNEL	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	7,800.00	7,800.00	-	INSET FUND



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					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
REC-001	Attendance to Trainings/Seminars outside division	RECORDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	7,800.00	7,800.00	-	INSET FUND
SGD-001	Quarterly DMEA	SGOD	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	49,600.00	49,600.00	-	INSET FUND
SGD-002	Weekly SDRC Deliberation	SGOD	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	50,000.00	50,000.00	-	INSET FUND
SGD-003	Private Schools Business Processing	SGOD	NO	NP-53.9 - Small Value Procurement	MAY	N/A	MAY	MAY	GoP	27,000.00	27,000.00	-	INSET FUND
SGD-004	Performance Implementation Review	SGOD	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	31,020.00	31,020.00	-	INSET FUND
SGD-005	Computer-Based English Proficiency Test (EPT)	SGOD	NO	NP-53.9 - Small Value Procurement	MAY	N/A	MAY	MAY	GoP	27,000.00	27,000.00	-	INSET FUND
SGD-006	Capacity Building on CPP Focal Persons	SGOD	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	GoP	40,380.00	40,380.00	-	INSET FUND
SGD-007	Drafting and review of IPCRF/OPCRF	SGOD	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	25,000.00	25,000.00	-	INSET FUND
SGD-008	Training on organizational effectiveness, development and research	SGOD	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	GoP	210,000.00	210,000.00	-	INSET FUND
SGD-009	2023 Women's Month Celebration	SGOD	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	71,100.00	71,100.00	-	INSET FUND
SGD-010	Seminar on Financial Literacy, Retirement Benefits for prospect retirees and tribute for retirees	SGOD	NO	NP-53.9 - Small Value Procurement	OCT	N/A	OCT	OCT	GoP	14,220.00	14,220.00	-	INSET FUND
SGD-001	Capacity Building and Training of Division Personnel on GAD and Preevention of Violence Against Women and Children	SGOD	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	168,000.00	168,000.00	-	MOOE
SGD-002	Nursing Area Phase 3	SGOD	NO	NP-53.9 - Small Value Procurement	APR	N/A	APR	APR	GoP	36,350.00	36,350.00	-	MOOE
SGD-003	Improvement of Pantry	SGOD	NO	NP-53.9 - Small Value Procurement	APR	N/A	APR	APR	GoP	40,870.00	40,870.00	-	MOOE
PER-001	Human Resource Information System Module 1: Employee's Profile	PERSONNEL	NO	NP-53.9 - Small Value Procurement	MAY	N/A	MAY	MAY	GoP	70,000.00	70,000.00	-	SEF
PER-002	Human Resource Information System Module 2: Employee's Service Records	PERSONNEL	NO	NP-53.9 - Small Value Procurement	AUG	N/A	AUG	AUG	GoP	70,000.00	70,000.00	-	SEF
PER-003	Support to Attendance to Trainings, Seminars, Workshops outside the division	PERSONNEL	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	42,200.00	42,200.00	-	SEF
ICT-001	Procurement of Document Monitoring System	ICT	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	GoP	300,000.00	300,000.00	-	SEF

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ICT-002	Improvement of e-Deploy and Development of Human Resource Information System	ICT	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	GoP	300,000.00	300,000.00	-	SEF
ICT-003	Procurement of Private Branch Exchange / InterCom	ICT	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	GoP	250,000.00	250,000.00	-	SEF
CAS-001	Attendance to trainings / seminars outside division	CASH	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	22,200.00	22,200.00	-	SEF
QMR-001	Management Review	ASDS	NO	NP-53.9 - Small Value Procurement	JUN	N/A	JUN	JUN	GoP	25,000.00	25,000.00	-	SEF
ASD-001	Instructional Leadership for Schoolheads	ASDS	NO	NP-53.9 - Small Value Procurement	JUL	N/A	JUL	JUL	GoP	20,000.00	20,000.00	-	SEF
ASD-002	Weekly Staff Meeting	ASDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	87,500.00	87,500.00	-	SEF
ASD-003	Performance Management Team Meeting	ASDS	NO	NP-53.9 - Small Value Procurement	JUN	N/A	JUN	JUN	GoP	17,000.00	17,000.00	-	SEF
ASD-004	Attendance to trainings / seminars outside division	ASDS	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	20,000.00	20,000.00	-	SEF
ASD-005	Executive Committee Meeting	ASDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	44,000.00	44,000.00	-	SEF
ASD-006	Subscription to Plagiarism Tool	ASDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	13,500.00	13,500.00	-	SEF
ASD-007	Ranking for promotion for teaching and non-teaching personnel	ASDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	11,500.00	11,500.00	-	SEF
ASD-008	Performance Management Team Meeting	ASDS	NO	NP-53.9 - Small Value Procurement	JUN	N/A	JUN	JUN	GoP	17,000.00	17,000.00	-	SEF
SDS-001	Private Branch Exchange (PBX)	SDS	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	150,000.00	150,000.00	-	SEF
DRR-001	Orientation about Disaster Preparedness to School Heads and SDO Non-Teaching Personnel	DRRM	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	13,830.00	13,830.00	-	SEF
DRR-002	Orientation about Basic Occupational Safety and Health (BOSH) to School Heads and SDO Non-Teaching Personnel	DRRM	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	GoP	45,190.00	45,190.00	-	SEF
DRR-003	Psychological First Aid Training to School Heads and SDO Non-Teaching Personnel	DRRM	NO	NP-53.9 - Small Value Procurement	JUL	N/A	JUL	JUL	GoP	48,190.00	48,190.00	-	SEF
DRR-004	Tree Planting Activity of SDO Non-Teaching Personnel	DRRM	NO	NP-53.9 - Small Value Procurement	OCT	N/A	OCT	OCT	GoP	8,980.00	8,980.00	-	SEF



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DRR-005	Provision of Safety and emergency supplies to SDO Non Teaching Personnel	DRRM	NO	NP-53.9 - Small Value Procurement	JUL	N/A	JUL	JUL	GoP	15,000.00	15,000.00	-	SEF
PAY-001	Attendance to Trainings outside Division	PAYROLL	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	42,200.00	42,200.00	-	SEF
SGD-001	SBFP	SGOD	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	500,000.00	500,000.00	-	SEF
SGD-002	LGU Support to Basic Education (Support to Non-Reader Support to Learning Facilitators, Early Grade Learners and Technology Infrastructure	SGOD	NO	Competitive Bidding	AUG	N/A	AUG	AUG	GoP	1,865,500.00	1,865,500.00	-	SEF
SGD-003	Virtual Press Releases@ Uhay TV (Video Production Equipment)	SGOD	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	150,000.00	150,000.00	-	SEF
SGD-004	Procurement of IT Gadget and Equipment for the conduct of Virtual Trainings/Seminars/Activitiesmeetings	SGOD	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	400,000.00	400,000.00	-	SEF
SGD-005	Reproduction of VAWC materials for teachers and learners	SGOD	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	80,000.00	80,000.00	-	SEF
SGD-006	Support to repair and maintenance of school building elementary, secondary and integrated schools	SGOD	NO	Competitive Bidding	APR	N/A	APR	APR	GoP	2,500,000.00	2,500,000.00	-	SEF
SGD-007	Training on Organizational Effectiveness, Development and Research	SGOD	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	GoP	210,000.00	210,000.00	-	SEF
ACC-001	Conduct of Expanded Cash Examination	Accounting	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	33,600.00	33,600.00	-	SEF
ACC-002	Attendance to Trainings and Conferences	Accounting	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	22,200.00	22,200.00	-	SEF
ACC-003	Financial Literacy Training cum Updates on Latest Financial Issuaances	Accounting	NO	NP-53.9 - Small Value Procurement	JULY	N/A	JULY	JULY	GoP	45,500.00	45,500.00	-	SEF
ADM-001	CONTINUOUS CAPACITY BUILDING OF THE NON-TEACHING PERSONNEL 81 SDO & SCHOOL-BASED NON-TEACHING PERSONNEL	Admin	NO	NP-53.9 - Small Value Procurement	MAY	N/A	MAY	MAY	GoP	330,000.00	330,000.00	-	SEF

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SGD-001	Communication Allowance in the monitoring and evaluation of partnership building linkages PPAs	SGOD	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	7,200.00	7,200.00	-	CMI
SGD-002	Turn-over of donations from private and public partners	SGOD	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	15,000.00	15,000.00	-	CMI
SGD-003	2023 Division virtual kick-off and orientation on brigada eskwela implementing guidelines	SGOD	NO	NP-53.9 - Small Value Procurement	AUG	N/A	AUG	AUG	GoP	20,000.00	20,000.00	-	CMI
SGD-004	Local Stake convergence for Brigada Pagbasa Advocacy	SGOD	NO	NP-53.9 - Small Value Procurement	SEPT	N/A	SEPT	SEPT	GoP	80,000.00	80,000.00	-	CMI
SGD-005	PTA Forum	SGOD	NO	NP-53.9 - Small Value Procurement	SEPT	N/A	SEPT	SEPT	GoP	30,000.00	30,000.00	-	CMI
SGD-006	LGU Forum	SGOD	NO	NP-53.9 - Small Value Procurement	OCT	N/A	OCT	OCT	GoP	30,000.00	30,000.00	-	CMI
SGD-007	2023 Gawad Uhay	SGOD	NO	NP-53.9 - Small Value Procurement	NOV	N/A	NOV	NOV	GoP	76,500.00	76,500.00	-	CMI
SGD-008	School Based Feeding and Milk Feeding Program	SGOD	NO	Competitive Bidding	MAY	N/A	MAY	MAY	GoP	4,500,000.00	4,500,000.00	-	CMI
SGD-009	Training on Foundational Courses on ARH	SGOD	NO	NP-53.9 - Small Value Procurement	APR	N/A	APR	APR	GoP	30,000.00	30,000.00	-	CMI
SGD-010	Capacity Building on OKD	SGOD	NO	NP-53.9 - Small Value Procurement	APR	N/A	APR	APR	GoP	50,000.00	50,000.00	-	CMI
SGD-011	Post Implementation Review on Oplan Kalusugan	SGOD	NO	NP-53.9 - Small Value Procurement	DEC	N/A	DEC	DEC	GoP	50,000.00	50,000.00	-	CMI
SGD-012	Attendance to Trainings and Seminars	SGOD	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	20,000.00	20,000.00	-	CMI
SGD-013	Celebration of OKD One Health Week	SGOD	NO	NP-53.9 - Small Value Procurement	NOV	N/A	NOV	NOV	GoP	35,300.00	35,300.00	-	CMI
SGD-014	Conduct of Quarterly Monitoring of Flagship Programs under OKD	SGOD	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	GoP	20,000.00	20,000.00	-	CMI
SGD-015	Symposium of NDEP and Tobacco Control Program	SGOD	NO	NP-53.9 - Small Value Procurement	JUN	N/A	JUN	JUN	GoP	50,000.00	50,000.00	-	CMI
SGD-016	Procurement of Dental Hygiene Kit for Learners	SGOD	NO	NP-53.9 - Small Value Procurement	NOV	N/A	NOV	NOV	GoP	340,000.00	340,000.00	-	CMI
SGD-017	School Dental Health Care Program (Hygiene Kits)	SGOD	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	GoP	340,852.00	340,852.00	-	CMI
SGD-018	Communication allowance for the implementation of Youth Formation Programs	SGOD	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	6,000.00	6,000.00	-	CMI



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SGD-019	Travelling expense of YFD for monitoring and evaluation of Youth Formation Programs	SGOD	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	GoP	12,000.00	12,000.00	-	CMI
SGD-020	Division Federated Election of Supreme Pupil/Student Government (SPG/SSG) Officers and Advisers	SGOD	NO	NP-53.9 - Small Value Procurement	SEPT	N/A	SEPT	SEPT	GoP	10,000.00	10,000.00	-	CMI
SGD-021	Quarterly Coordination Meeting of School Youth Formation Coordinators	SGOD	NO	NP-53.9 - Small Value Procurement	OCT	N/A	OCT	OCT	GoP	10,000.00	10,000.00	-	CMI
SGD-022	Leadership Training of newly elected SPG/SSG Officers and advisers	SGOD	NO	NP-53.9 - Small Value Procurement	SEPT	N/A	SEPT	SEPT	GoP	25,000.00	25,000.00	-	CMI
SGD-023	Capacity Building for YES-O Coordinators and Officers	SGOD	NO	NP-53.9 - Small Value Procurement	OCT	N/A	OCT	OCT	GoP	20,000.00	20,000.00	-	CMI
SGD-024	Capacity Building for BKD Coordinators and Officers	SGOD	NO	NP-53.9 - Small Value Procurement	SEPT	N/A	SEPT	SEPT	GoP	10,000.00	10,000.00	-	CMI
ICT-001	Upgrading of the Network Infrastructure of the Schools Division Office	ICT	NO	Competitive Bidding	MAR	N/A	MAR	MAR	GoP	1,000,000.00	1,000,000.00	-	CMI
ICT-002	Monitoring and Evaluation of DepEd Computerization Program Packages	ICT	NO	Shopping	MAR	N/A	MAR	MAR	GoP	100,000.00	100,000.00	-	CMI

16,498,482.00

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