

Department of Education
City Schools Division of the City of Tayabas
Annual Procurement Plan for FY 2026 (Indicative)
As of September 30, 2025

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)	
					Advertiseme nt/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
I. Common-Use Office Supplies and Equipment (CSE)														
	a. Common Use Supplies available at DBM-PS	Division Office	YES	NP-53.5 Agency-to-Agency/Competitive Bidding	1st, 2nd, 3rd, and 4th Quarter				GoP-MOOE	100,000.00	100,000.00			
	b. Other Supplies and Materials Not available in DBM-PS	Division Office	YES	NP-53.9 - Small Value Procurement/Shopping/Competitive Bidding	1st, 2nd, 3rd, and 4th Quarter				GoP-MOOE	451,500.00	451,500.00			
II. Non-Common Use Office Supplies/Materials/Equipment												-		
	Accountable Forms	Division Office	NO	Direct Contracting	January to December 2026				GoP-MOOE	3,000.00	3,000.00			
	Fuel, Oil, and Lubricants	Division Office	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	January to December 2026				GoP-MOOE	812,000.00	812,000.00			
III. Communication												-		
	Telephone Expenses-Mobile	Division Office	NO	Direct Contracting	January to December 2026				GoP-MOOE	154,000.00	154,000.00			
	Telephone Expenses-Landline	Division Office	NO	Direct Contracting	January to December 2026				GoP-MOOE	33,500.00	33,500.00			
IV. Utilities												-		
	Water Services and Expenses	Division Office	NO	Direct Contracting	January to December 2026				GoP-MOOE	44,400.00	44,400.00			
	Electricity Services and Expenses	Division Office	NO	Direct Contracting	January to December 2026				GoP-MOOE	960,000.00	960,000.00			
	Internet Subscription Expenses	Division Office	NO	Direct Contracting	January to December 2026				GoP-MOOE	180,000.00	180,000.00			
V. Repairs and Maintenance												-		
	Office ICT Equipment	Division Office	NO	NP-53.9 - Small Value Procurement	January to December 2026				GoP-MOOE	30,000.00	30,000.00			
	Vehicle Repair and Maintenance	Division Office	NO	NP-53.9 - Small Value Procurement	January to December 2026				GoP-MOOE	130,000.00	130,000.00			
	Aircon Unit Maintenance	Division Office	NO	NP-53.9 - Small Value Procurement	January to December 2026				GoP-MOOE	50,000.00	50,000.00			
	Web Maintenance	Division Office	NO	NP-53.9 - Small Value Procurement	January to December 2026				GoP-MOOE	45,000.00	45,000.00			
V. Taxes, Duties, and Fees												-		
	Fidelity Bond Premiums	Division Office	NO	Direct Contracting	January to December 2026				GoP-MOOE	108,450.00	108,450.00			
	Insurance and Renewal of Vehicle Registration	Division Office	NO	Direct Contracting	January to December 2026				GoP-MOOE	28,500.00	28,500.00			
VII. Other Maintenance and Operating Expenses												-		
	Travelling Expenses	Division Office	NO	NP-53.9 - Small Value Procurement	January to December 2026				GoP-MOOE	686,350.00	686,350.00			
	Training Expenses (MOOE)	Division Office	NO	NP-53.9 - Small Value Procurement	January to December 2026				GoP-MOOE	1,367,750.00	1,367,750.00			
	Training Expenses (GAD, Senior Citizen/PWD)	Division Office	NO	NP-53.9 - Small Value Procurement	January to December 2026				GoP-MOOE	319,500.00	319,500.00			
	Training Expenses (HRTD)	Division Office	NO	NP-53.9 - Small Value Procurement	January to December 2026				GoP-HRTD	282,000.00	282,000.00			
Subtotal (GASS)									5,503,950.00	-				
Subtotal (HRTD)									282,000.00	-				
GRAND TOTAL									5,785,950.00					

Prepared by:

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Checked by:

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OK as to Appropriation:

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Recommending Approval:

HERBERT D. PEREZ
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Approved:

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Head of Procuring Entity