

**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS CITY  
ANNUAL PROCUREMENT PLAN FOR FY 2020**

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 (PNP)		Remarks (brief description of Project)	
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award		Contract Signing	Total		MOOE
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS)												
-	Procurement of Supplies and Equipment	(OSDS-Supply Section)	NO	Agency to Agency/Shopping/SVP	Quarterly/as the need arises			MOOE	1,467,000.00	1,467,000.00	0	-
-	Communication Expenses	(OSDS-Supply Section)	NO	Agency to Agency/SVP	as the need arises			MOOE	153,000.00	153,000.00	0	-
-	Repair and maintenance of ICT equipment	(OSDS-Admin Unit)	NO	NP-53.9 - Small Value Procurement	as the need arises			MOOE	28,000.00	28,000.00	0	-
-	Supply and Delivery of Purified Drinking Water	(OSDS-Cash Section)	NO	NP-53.9 - Small Value Procurement	monthly			MOOE	39,000.00	39,000.00	0	-
-	Fuel, Oil and Lubricants	(OSDS-Admin Unit)	NO	NP-53.9 - Small Value Procurement	Monthly/as the need arises			MOOE	147,400.00	147,400.00	0	-
-	Re-structuring of Systems and Procedures in the City Schools Division of Tayabas City Stage 1 and Stage 2	(OSDS)	NO	NP-53.9 - Small Value Procurement		May 2020		MOOE	32,000.00	32,000.00	0	-
-	Training on Records Counter Disaster Preparedness (Division and School Level)	(OSDS-Records Section)	NO	NP-53.9 - Small Value Procurement		May 2020		School MOOE	50,770.00	50,770.00	0	-
-	(Travelling Expenses) Monitoring and evaluation of the liquidation reports on downloaded funds to schools and/or accountable officers	(OSDS-Finance Unit)	NO	NP-53.9 - Small Value Procurement	January to December 2020			MOOE	3,000.00	3,000.00	0	-
-	Orientation on DepEd Order 22.s.2019	(OSDS-Finance Unit)	NO	NP-53.9 - Small Value Procurement	January to December 2020			MOOE	500.00	500.00	0	-
-	Seminar-Workshop on Management of Cash Advances to DEPED Non-Implementing Units (NON-IUs) for School Maintenance and Other Operating Expenses (MOOE) and Program Funds	(OSDS-Finance Unit)	NO	NP-53.9 - Small Value Procurement		January 2020		MOOE	22,500.00	22,500.00	0	-
-	Training/Workshop on the Preparation of FY 2021 Budget Proposals	(OSDS-Finance Unit)	NO	NP-53.9 - Small Value Procurement		March, 2020		MOOE/SCHOOL MOOE	105,000.00	105,000.00	0	-
-	Division Orientation on Public Key Infrastructure	(OSDS-ICT Unit)	NO	NP-53.9 - Small Value Procurement		February, 2020		MOOE/SARO	20,000.00	20,000.00	0	-
-	Google Apps Training for SDO Personnel	(OSDS-ICT Unit)	NO	NP-53.9 - Small Value Procurement	January to December 2020			MOOE/SARO	30,000.00	30,000.00	0	-

-	Open Educational Resources (OER) for DCP Utilization Training	(OSDS-ICT Unit)	NO	NP-53.9 - Small Value Procurement	January to December 2020				MOOE/SARO	30,000.00	30,000.00	0	-
CURRICULUM IMPLEMENTATION DIVISION													
-	Capability Building of SHs on Advancing Curriculum Initiatives of the Division	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	-	-	February, 2020	-	MOOE	69,600.00	69,600.00	-	-
-	Capability Building of SHs on Advancing Curriculum Initiatives of the Division (Phase II)	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	-	-	-	-	MOOE	52,500.00	52,500.00	-	-
-	Orientation and Launching of 3 Bs Initiative in every school	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	-	-	April 2020	-	MOOE	11,100.00	11,100.00	-	-
-	Retooling of Teachers on Teaching Beginning Reading and Language Strategies in Teaching (INSET)	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	-	-	May 2020	-	HRTD	172,200.00	172,200.00	-	-
-	Division Training on Lesson Study Phase 2	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	2nd Quarter				SCHOOL MOOE	174,500.00	174,500.00	-	-
-	Enhancement of Teachers of Competecy on Teaching Beginning Reading and Language Strategies in Teaching (INSET))	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	-	-	October 2020	-	HRTD	173,000.00	173,000.00	-	-
-	Search for Best 3Bs Initiative	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	-	-	November to December 2020	-	SCHOOL MOOE	57,500.00	57,500.00	-	-
-	Division Enhancement Training on the Development and Evaluation of Localized and Contextualized Learning Resources cum Utilization of LR Portal	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	-	-	April 2020	-	SCHOOL MOOE	99,000.00	99,000.00	-	-
-	Quality Assurance of Learning Resources	Curriculum Implementation Division	NO	Shopping	February to December, 2020				MOOE	10,000.00	10,000.00	-	-
-	Division Orientation on the School Library Establishment, Improvement and Management	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	-	-	October, 2020	-	SCHOOL MOOE	110,000.00	110,000.00	-	-
-	Supply and Delivery of Newspaper	Curriculum Implementation Division	NO	NP-53.9 - Small Value Procurement	monthly				MOOE	13,680.00	13,680.00	0	-
SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)													
Youth Formation and Development													
-	Organization of division-federated SPG and SSG election	SGOD (Youth Formation and Development)	NO	NP-53.9 - Small Value Procurement	-	-	March 2020	-	MOOE	10,000.00	10,000.00	-	-



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-	Re-organization of School DRRM Team	SGOD (DRRM)	NO	NP-53.9 - Small Value Procurement	-	-	-	July-Aug, 2020	-	MOOE	1,000.00	1,000.00	-	-
-	School DRRM PPAs Monitoring and Evaluation	SGOD (DRRM)	NO	NP-53.9 - Small Value Procurement	-	-	-	March, July, Oct, Dec, 2020	-	MOOE	4,000.00	4,000.00	-	-
-	Multi-Hazard Drills (Fire, Earthquake and Volcanic)	SGOD (DRRM)	NO	NP-53.9 - Small Value Procurement	-	-	-	March, July, Oct, Dec, 2020	-	MOOE	6,000.00	6,000.00	-	-
-	Procurement of IEC Materials	SGOD (DRRM)	NO	NP-53.9 - Small Value Procurement	-	-	-	-	-	MOOE	18,000.00	18,000.00	-	-
-	Technical Assistance	SGOD (DRRM)	NO	NP-53.9 - Small Value Procurement	-	-	-	Jan-Dec, 2020	-	MOOE	1,000.00	1,000.00	-	-
-	<b>SPORTS</b>	-	NO	-	-	-	-	-	-	-	-	-	-	-
-	Conduct assessment/evaluation of each sports level competitions and report for appropriate actions	SGOD (Sports)	NO	NP-53.9 - Small Value Procurement	-	-	-	Feb/Aug, 2020	-	MOOE	10,000.00	10,000.00	-	-
<b>EDUCATION FACILITIES</b>														
-	School Mapping and Inventory of School Buildings and Educational Facilities	SGOD (Education Facilities)	NO	NP-53.9 - Small Value Procurement	-	-	-	Jan-Dec, 2020	-	MOOE	2,000.00	2,000.00	-	-
-	School Site Development Plan Updating	SGOD (Education Facilities)	NO	NP-53.9 - Small Value Procurement	-	-	-	May-July, 2020	-	MOOE	48,000.00	48,000.00	-	-
-	Site Inspection	SGOD (Education Facilities)	NO	NP-53.9 - Small Value Procurement	-	-	-	Jan-Dec, 2020	-	MOOE	1,000.00	1,000.00	-	-
-	Final Inspection	SGOD (Education Facilities)	NO	NP-53.9 - Small Value Procurement	-	-	-	Jan-Dec, 2020	-	MOOE	1,000.00	1,000.00	-	-
<b>PLANNING AND RESEARCH</b>														
-	Quarterly MANCOM	SGOD (Planning and Research)	NO	NP-53.9 - Small Value Procurement	-	-	-	March, June, Sept and Dec, 2020	-	MOOE	158,400.00	158,400.00	-	-
-	Provide technical assistance to public schools in the conduct of inventory/M&E	SGOD (Planning and Research)	NO	NP-53.9 - Small Value Procurement	-	-	-	January - December, 2020	-	MOOE	4,000.00	4,000.00	-	-
-	Monitoring and Evaluation of SDO/School PPAs	SGOD (Planning and Research)	NO	NP-53.9 - Small Value Procurement	-	-	-	Jan-Dec, 2020	-	MOOE	4,000.00	4,000.00	-	-
<b>COMMUNITY LEVEL LINKAGES AND PARTNERSHIP</b>														
-	Division Adopt- A-School Program / Brigada Eskwela Implementation	SGOD (Community Level Linkages and Partnership)	NO	NP-53.9 - Small Value Procurement	-	-	-	January - December, 2020	-	Various Fund Sources	101,000.00	101,000.00	-	-



-	100 Days to Brigada Eskwele and Brigada Eskwele Implementation	SGOD (Community Level Linkages and Partnership)	NO	NP-53.9 - Small Value Procurement	-	-	January -June	-	Various Fund Sources	50,000.00	50,000.00	-	-
-	Pigling ng Pasasalamat Cum Division Education Summit	SGOD (Community Level Linkages and Partnership)	NO	NP-53.9 - Small Value Procurement	-	-	July-December	-	Various Fund Sources	146,500.00	146,500.00	-	-
<b>HUMAN RESOURCE DEVELOPMENT</b>													
-	Capacity Building for Teaching and Non-Teaching	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	April/May- Oct., 2020	-	HRTD fund	172,800.00	172,800.00	-	-
-	School Learning Action Cells Implementation monitoring	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	January - December 2020	-	MOOE	10,000.00	10,000.00	-	-
-	Awarding Ceremony for SDO Personnel	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	January, March , June, September, December	-	MOOE	20,000.00	20,000.00	-	-
-	Reproduction of IEC Materials	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	October 2020	-	MOOE	8,000.00	8,000.00	-	-
-	Installation of the VAWC Referral System in the SDO	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	As the need arises	-	MOOE	3,000.00	3,000.00	-	-
-	Organizational/GFPS Consultative Meetings	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	As the need arises	-	MOOE	12,000.00	12,000.00	-	-
-	Capacity Building on the use of GMEF	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	As the need arises	-	MOOE	144,000.00	144,000.00	-	-
-	Capacity Building (GAD)	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	As the need arises	-	MOOE	54,000.00	54,000.00	-	-
-	Participation/Implementation of GAD related PPAs such as Women's Month Celebration.	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	As the need arises	-	MOOE	10,000.00	10,000.00	-	-
-	Division Orientation/Training / Forum on Proclamation 1172 s. 2006 and Republic Act 10398 (2013)	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	-	-	As the need arises	-	MOOE	32,000.00	32,000.00	-	-
<b>QUALITY ASSURANCE</b>													
-	Division Monitoring, Evaluation and Adjustment (DMEA) implementation	SGOD (Quality Assurance)	NO	NP-53.9 - Small Value Procurement	-	-	July and December	-	GAAS	70,000.00	70,000.00	-	-
-	School Monitoring, Evaluation and Adjustment (SMEA) monitoring	SGOD (Quality Assurance)	NO	NP-53.9 - Small Value Procurement	-	-	April, July and September 2020	-	MOOE	4,000.00	4,000.00	-	-
-	SBM Validation	SGOD (Quality Assurance)	NO	NP-53.9 - Small Value Procurement	-	-	February, 2020	-	MOOE	1,000.00	1,000.00	-	-

