



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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February 02, 2021

THE DIRECTOR  
GPPB-TSO  
Unit 250, 6 Raffles Corporate Center  
F. Ortigas Jr. Road  
Ortigas Center 1605

Sir/Madam;

Greetings!

Respectfully submitting the herein attached CY 2021 Annual Procurement Plan of the City Schools Division of the City of Tayabas.

May you find everything in order.

Thank you very much.

Sincerely yours,

  
**MAYLANI L. GALICIA**  
OIC-ASDS/BAC Chairperson

Noted:

  
**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent/HoPE



Brgy. PotoI, Tayabas City



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<https://depedtayabas.com/>



**City Schools Division of Tayabas  
Annual Procurement Plan for FY 2021**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IR/RFI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
-	<b>Training Activities - Quarter 1</b>	-	NP-53.9 - Small Value Procurement					-	-	-	-	-
5-02-02-010	Risk Identification and Prioritization (Registration Fee)	SGOD- SEPS M & E	NP-53.9 - Small Value Procurement	Jan.8	N/A		Jan.15	Others	6,720.00	6,720.00	-	-
5-02-02-010	Training Orientation for The Newly Hired/Appointed ADAS II, ADAS III and AO II on Work Orientation, Job Rotation Interface and GMIS Updating	OSDS- HRMO I	NP-53.9 - Small Value Procurement	Jan. 12	N/A		Jan. 28-29	Others	37,200.00	37,200.00	-	-
5-02-02-010	Bids and Awards Committee Assessment and Planning (BACAP) for FY 2021	BAC - Sec	NP-53.9 - Small Value Procurement	Feb. 4	N/A		Feb. 11	Others	12,000.00	12,000.00	-	-
5-02-02-010	HEROES 2021 Program (Registration Fee)	SGOD - L. Saldares	NP-53.9 - Small Value Procurement	Feb. 4	N/A		Feb. 15-19	Others	43,500.00	43,500.00	-	-
5-02-02-010	Continuous Improvement of SDO Processes and Procedures for Enhanced Performance Management - Pre Assessment	SGOD-Planning	NP-53.9 - Small Value Procurement	Feb. 4	N/A		Feb. 17	Others	18,000.00	18,000.00	-	-
5-02-02-010	Division Seminar Workshop on School Budget Preparation FY 2022	Budget & Finance	NP-53.9 - Small Value Procurement	Feb. 4	N/A		Feb. 22-24	Others	104,400.00	104,400.00	-	-
5-02-02-010	Capability Enhancement Training on Provision of Technical Assistance	SGOD- SEPS M & E	NP-53.9 - Small Value Procurement	Feb. 4	N/A		Feb. 26	Others	20,400.00	20,400.00	-	-
5-02-02-010	Revitalizing CI Processes for School CI Teams	CID - G. Talabong	NP-53.9 - Small Value Procurement	Feb. 4	N/A		Mar. 2-3	Others	99,600.00	99,600.00	-	-
5-02-02-010	Division Training on Instructional Supervision Phase I	CID - C. Calatrava	NP-53.9 - Small Value Procurement	Feb. 4	N/A		March 4-5	Others	18,000.00	18,000.00	-	-
5-02-02-010	SDO Plans and Budget Preparations, FY 2022- Phase I	SGOD-Planning	NP-53.9 - Small Value Procurement	Feb. 18	N/A		Mar. 12	Others	18,000.00	18,000.00	-	-
5-02-02-010	Capability Building of School Heads and School Research Coordinators in Writing Classroom-Based Action Research	CID- J. Aureada	NP-53.9 - Small Value Procurement	Feb. 18	N/A		March 16-17 and March 18-19	Others	99,600.00	99,600.00	-	-
5-02-02-010	1st Quarter MANCOM	SGOD-Planning	NP-53.9 - Small Value Procurement	Feb. 18	N/A		Mar-23	Others	39,600.00	39,600.00	-	-
<b>TOTAL QTR 1:</b>									<b>517,020.00</b>			
-	<b>Training Activities - Quarter 2</b>	-	-					-	-	-	-	-
5-02-02-010	Quality Management System: Quarterly Division Monitoring, Evaluation and Adjustment (DMEA) 2021	SGOD-SEPS M & E	NP-53.9 - Small Value Procurement	Mar 17	N/A		April 6-7	Others	42,600.00	42,600.00	-	-
5-02-02-010	Capability Building for Division Personnel Selection Board and Sub-Committee on Merit and Selection Processes	OSDS-HRMO I	NP-53.9 - Small Value Procurement	Mar 17	N/A		Apr-13	Others	8,500.00	8,500.00	-	-
5-02-02-010	Training on Basic School Records Management System	OSDS- Records Office	NP-53.9 - Small Value Procurement	Mar 17	N/A		April 22-23	Others	51,600.00	51,600.00	-	-
5-02-02-010	Google Apps Training for School Heads and Teachers (Batch 1)	ICT - K. Cabrera	NP-53.9 - Small Value Procurement	Apr 15	N/A		May-05	Others	26,400.00	26,400.00	-	-
5-02-02-010	Google Apps Training for School Heads and Teachers (Batch 2)	ICT - K. Cabrera	NP-53.9 - Small Value Procurement	Apr 15	N/A		May-06	Others	6,000.00	6,000.00	-	-
5-02-02-010	Division Enhancement Training on Republic Act (RA) No. 9184 and its Implementing Rules and Regulations (IRR)	OSDS-BAC Sec	NP-53.9 - Small Value Procurement	Apr 15	N/A		May 11-12	Others	48,000.00	48,000.00	-	-
5-02-02-010	2nd Quarter MANCOM	SGOD-Planning	NP-53.9 - Small Value Procurement	Apr 15	N/A		May-25	Others	39,600.00	39,600.00	-	-
5-02-02-010	Training on Utilization of the Localized Supply Information and Inventory System	OSDS-Supply	NP-53.9 - Small Value Procurement	May 12	N/A		Jun-04	Others	14,400.00	14,400.00	-	-
5-02-02-010	Division Training on K to 12 Assessment Cum Demo Festival	CID - J. Chavez	NP-53.9 - Small Value Procurement	May 12	N/A		June 10-11	Others	72,000.00	72,000.00	-	-
5-02-02-010	Training on Instructional Supervision Cum PPA Program Review Planning and Adjustment (Mid-year)	CID - C. Calatrava	NP-53.9 - Small Value Procurement	Jun 10	N/A		June 28-29	Others	114,000.00	114,000.00	-	-
<b>TOTAL QTR 2:</b>									<b>423,100.00</b>			

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/RFI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
-	Training Activities - Quarter 3	-	-					-	-	-	-	-
5-02-02-010	Division SBM Spree Cum Capability Building for SBM Implementers	SGOD-SEPS M & E	NP-53.9 - Small Value Procurement	Jun 10	N/A		Jul-02	Others	51,520.00	51,520.00	-	-
5-02-02-010	Division Training on Instructional Supervision -Phase II	CID - C. Calatrava	NP-53.9 - Small Value Procurement	Jun 24	N/A		July 15-16	Others	18,000.00	18,000.00	-	-
5-02-02-010	Division Training for Teachers on the Development of Localized LRs (Batch 1)	CID-LRMDS	NP-53.9 - Small Value Procurement	Jun 24	N/A		Jul 20-22	Others	90,000.00	90,000.00	-	-
5-02-02-010	Continuous Improvement of SDO Processes and Procedures for Enhanced Performance Management (Mid-year Review)	SGOD-Planning	NP-53.9 - Small Value Procurement	Jun 24	N/A		Jul-23	Others	18,000.00	18,000.00	-	-
5-02-02-010	Quality Management System: Program Implementation Review (PIR) 2021	SGOD-SEPS M & E	NP-53.9 - Small Value Procurement	Jun 24	N/A		Jul 27-28	Others	42,600.00	42,600.00	-	-
5-02-02-010	Division Training on Finalization of MELC Based Formative Assessment Tools	CID- J. Chavez	NP-53.9 - Small Value Procurement	Jun 24	N/A		Jul 29-30	Others	72,000.00	72,000.00	-	-
5-02-02-010	Division Training for Teachers on the Development of Localized LRs (Batch 2)	CID-LRMDS	NP-53.9 - Small Value Procurement	Jul 15	N/A		Aug. 10-12	Others	90,000.00	90,000.00	-	-
5-02-02-010	Brigade Eskwela Division Virtual Kick Off Ceremony	SGOD - J. Brizuela	NP-53.9 - Small Value Procurement	Jul 15	N/A		Aug-13	Others	90,000.00	90,000.00	-	-
5-02-02-010	3rd Quarter MANCOM	SGOD-Planning	NP-53.9 - Small Value Procurement	Jul 15	N/A		Aug-24	Others	39,600.00	39,600.00	-	-
5-02-02-010	Teacher Induction Program	OSDS- HRMO I	NP-53.9 - Small Value Procurement	Aug. 12	N/A		Sept. 9	Others	16,800.00	16,800.00	-	-
5-02-02-010	Research Colloquium	CID - J. Aureas	NP-53.9 - Small Value Procurement	Aug. 12	N/A		Sept. 10	Others	49,800.00	49,800.00	-	-
5-02-02-010	Continuous Improvement Symposium	CID- G. Talabong	NP-53.9 - Small Value Procurement	Aug. 12	N/A		Sept. 15-16	Others	105,600.00	105,600.00	-	-
5-02-02-010	Tayabas City Division Parents-Teacher Association Implementation Review and Forum	SGOD-J. Brizuela	NP-53.9 - Small Value Procurement	Aug. 12	N/A		Sept. 22-24	Others	52,000.00	52,000.00	-	-
TOTAL QTR 3:									735,920.00			
-	Training Activities - Quarter 4	-	-		N/A			-	-	-	-	-
5-02-02-010	Quality Management System: Quarterly Division Monitoring, Evaluation and Adjustment (DMEA) 2021	SGOD-SEPS M & E	NP-53.9 - Small Value Procurement	Sept. 16	N/A		Oct. 7-8	Others	42,600.00	42,600.00	-	-
5-02-02-010	Accelerating Transformation in the Organization through PRIME-HRM	SGOD - L. Saldares	NP-53.9 - Small Value Procurement	Sept. 16	N/A		Oct. 12-13	Others	100,000.00	100,000.00	-	-
5-02-02-010	Training Program on the Implementation of ProFITT (Program for Financial Independence for Tayabas Teachers)	OSDS-HRMO I	NP-53.9 - Small Value Procurement	Sept. 16	N/A		Oct. 14	Others	39,760.00	39,760.00	-	-
5-02-02-010	Plans and Budget Preparations, FY 2022-Phase II	SGOD-Planning	NP-53.9 - Small Value Procurement	Sept. 16	N/A		Oct-19	Others	18,000.00	18,000.00	-	-
5-02-02-010	Program Implementation Review on the Children of Migrant Workers	SGOD-N. Lagar	NP-53.9 - Small Value Procurement	Sept. 16	N/A		Oct. 21-22	Others	18,000.00	18,000.00	-	-
5-02-02-010	2021 Virtual Education Summit Cum "Ika-6 Piling ng Pagsasama"	SGOD-J. Brizuela	NP-53.9 - Small Value Procurement	Oct. 14	N/A		Nov. 10	Others	83,700.00	83,700.00	-	-
5-02-02-010	Quality Management System: Program Implementation Review (PIR) 2021	SGOD-SEPS M & E	NP-53.9 - Small Value Procurement	Oct. 14	N/A		Nov. 11-12	Others	42,600.00	42,600.00	-	-
5-02-02-010	2021 Library Information Service (LIS) Month Celebration	CID-Librarian	NP-53.9 - Small Value Procurement	Oct. 14	N/A		Nov. 16	Others	15,000.00	15,000.00	-	-
5-02-02-010	2021 Library Information Service (LIS) Month Celebration	CID-Librarian	NP-53.9 - Small Value Procurement	Oct. 14	N/A		Nov. 18	Others	6,000.00	6,000.00	-	-
5-02-02-010	Continuous Improvement of SDO Processes and Procedures for Enhanced Performance Management (Year-end Evaluation)	SGOD-Planning	NP-53.9 - Small Value Procurement	Oct. 14	N/A		Nov. 19	Others	18,000.00	18,000.00	-	-
5-02-02-010	4th Quarter MANCOM	SGOD-Planning	NP-53.9 - Small Value Procurement	Oct. 14	N/A		Nov-23	Others	39,600.00	39,600.00	-	-
5-02-02-010	Division 3Bs Initiative Gala	CID	NP-53.9 - Small Value Procurement	Oct. 14	N/A		Nov. 24	Others	36,000.00	36,000.00	-	-
5-02-02-010	Training on Instructional Supervision cum PPA Program Review Planning and Adjustment (Year-end)	CID - C. Calatrava	NP-53.9 - Small Value Procurement	Oct. 14	N/A		Nov. 25-26	Others	114,000.00	114,000.00	-	-
TOTAL QTR 4:									673,260.00			

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/RFI	Submission /Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
-	Others	-	-	-	-	-	-	-	-	-	-	-
5-02-99-990	Learning Modules	OSDS	Competitive Bidding	1st Week of March	4th Week of March	2nd Week of April	4th Week of May	Others	1,000,000.00	1,000,000.00	-	-
1-07-05-030	Procurement of ICT Supplies	BAC, Supply Officer	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as needs arises	Others	92,000.00	92,000.00	-	-
5-02-03-010	Procurement of Office Supplies	BAC, Supply Officer	NP-53.5 Agency-to-Agency	as need arises	as need arises	as need arises	as needs arises	Others	829,000.00	829,000.00	-	-
5-02-03-990	Procurement of Other Supplies	BAC, Supply Officer	NP-53.5 Agency-to-Agency	as need arises	as need arises	as need arises	as needs arises	Others	418,000.00	418,000.00	-	-
5-02-99-990	Installation of Office Directory (2 office buildings) and vicinity map	OSDS-GSU	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as needs arises	Others	30,000.00	-	30,000.00	-
5-02-99-990	Installation of Cover Shade for SDO Generator	OSDS-GSU	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as needs arises	Others	30,000.00	-	30,000.00	-
5-02-99-990	Repair of ICT equipment	ICT, OSDS Admin	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as needs arises	Others	28,000.00	28,000.00	-	-
5-02-99-990	Procurement of Diesel/Gasoline and other maintenance needs for service vehicles and grass cutter	OSDS	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as needs arises	Others	260,000.00	260,000.00	-	-
5-02-99-990	Procurement of Drinking Water for SDO Personnel	OSDS-GSU	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as needs arises	Others	44,500.00	44,500.00	-	-
5-02-99-990	Repair and Maintenance Expenses (Utilities, Equipment, Furniture and Fixtures)	OSDS-GSU	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as needs arises	Others	148,000.00	-	148,000.00	-
-	-	-	-	-	-	-	-	<b>SUB-TOTAL</b>	<b>2,879,500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL:</b>									<b>5,128,800.00</b>			

Prepared by:

  
**JEANETTE M BUERA**  
 BAC Secretary

Checked by:

  
**CONRADO C. GABARDA**  
 Administrative Officer V

OK as to Appropriation:

  
**BENJAMIN E. MILLARES**  
 BAC Member/Budget Officer V

Recommending Approval:

  
**MAYLAN L. GALICIA**  
 BAC Chairperson

Approved:

  
**ANIANO M. BAYON, CESO V**  
 Schools Division Superintendent