

**City Schools Division of the City of Tayabas Annual Procurement Plan for FY 2022**

| 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 |                                        |
| Training Activities-1st Quarter |                                                                                                                       |               |                                                 |                     |                                        |                            |                 |                     |                 |                        |           |    |                                        |
| 5-02-02-010                     | Training-Workshop for Institutionalization of L&D for NEAP Recognition                                                | SGOD          | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | January 27-28, 2022 | GoP             | 5,000.00               | 5,000.00  | -  | HRTD FUND                              |
| 5-02-02-010                     | Capacity Building on Continuous Improvement Processes for School CI Teams                                             | CID           | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | February 23-24,2022 | GoP             | 14,400.00              | 14,400.00 | -  | HRTD FUND                              |
| 5-02-02-010                     | 3-day Training Workshop of Data Management for SDO Personnel                                                          | OSDS          | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | March 23-25,2022    | GoP             | 27,000.00              | 27,000.00 | -  | HRTD FUND                              |
| 5-02-02-010                     | Division Reskilling on Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME) Associates of Pool | SGOD          | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | March 16-18, 20222  | GoP             | 14,400.00              | 14,400.00 | -  | HRTD FUND                              |
| 5-02-02-010                     | Development of eTEACH Teacher e-Learning Package/Supplementary Video Lesson                                           | CID           | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | March 28-31         | GoP             | 19,200.00              | 19,200.00 | -  | HRTD FUND                              |
| 5-02-02-010                     | Division Seminar-Workshop on the Preparation of FY 2023 Budget Estimates                                              | BUDGET        | NO                                              | Competitive Bidding | March 2022                             | March 2022                 | March 2022      | March 2022          | GoP             | 19,800.00              | 19,800.00 | -  | HRTD FUND                              |
| TOTAL-1st QTR.                  |                                                                                                                       |               |                                                 |                     |                                        |                            |                 |                     |                 | 99,800.00              |           |    |                                        |
| Training Activities-2nd Quarter |                                                                                                                       |               |                                                 |                     |                                        |                            |                 |                     |                 |                        |           |    |                                        |
| 5-02-02-010                     | Capacity Building for Teachers I-III                                                                                  | SGOD          | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | April 12-14, 2022   | GoP             | 14,400.00              | 14,400.00 | -  | HRTD FUND                              |
| 5-02-02-010                     | Capacity Building for the Administration of Data, Storage, Analysis and Utilization                                   | CID           | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | April 26-27,2022    | GoP             | 61,800.00              | 61,800.00 | -  | HRTD FUND                              |
| 5-02-02-010                     | Capacity Building for Non-teaching Personnel                                                                          | SGOD          | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | May 17, 2022        | GoP             | 5,000.00               | 5,000.00  | -  | HRTD FUND                              |
| 5-02-02-010                     | Training/Workshop on Succession Planning cum Career Pathing                                                           | OSDS          | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | May 27-2022         | GoP             | 14,400.00              | 14,400.00 | -  | HRTD FUND                              |
| 5-02-02-010                     | Re-Skilling of PRIME HRM Core Committees                                                                              | OSDS          | YES                                             | Competitive Bidding | December, 2021                         | December, 2021             | February, 2022  | June 10, 2022       | GoP             | 39,400.00              | 39,400.00 | -  | HRTD FUND 39000 food (400-supplies)    |
| TOTAL - 2ND QTR.                |                                                                                                                       |               |                                                 |                     |                                        |                            |                 |                     |                 | 135,000.00             |           |    |                                        |
| Training Activities-3rd Quarter |                                                                                                                       |               |                                                 |                     |                                        |                            |                 |                     |                 |                        |           |    |                                        |

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|---------------------------------|-----------------------------------------------------------------------------------------------------------------|---------|-----|--------------------------------------------|-----------------------------------|-----------------------------------|---------------------------------|-------------------------------|-----|------------|------------|---|---------------------------------------------|
| 5-02-02-010                     | Capacity Building for Master Teachers                                                                           | SGOD    | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | July 19-20, 2022              | GoP | 10,000.00  | 10,000.00  | - | HRTD FUND                                   |
| 5-02-02-010                     | Capacity Building for Various Assessment Strategies (P&BL)                                                      | CID     | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | July 22-2022                  | GoP | 49,800.00  | 49,800.00  | - | HRTD FUND                                   |
| 5-02-02-010                     | Webinar on the Use of ICT for Teaching and Learning (Batch 1)                                                   | OSDS    | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | July 15-2022                  | GoP | 6,000.00   | 6,000.00   | - | HRTD FUND                                   |
| 5-02-02-010                     | Webinar on the Use of ICT for Teaching and Learning (Batch 2)                                                   | OSDS    | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | August 12-2022                | GoP | 6,000.00   | 6,000.00   | - | HRTD FUND                                   |
| 5-02-02-010                     | Pre-retirement Program                                                                                          | OSDS    | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | 8/25-26/2022                  | GoP | 9,000.00   | 9,000.00   | - | HRTD FUND                                   |
| 5-02-02-010                     | Division CI Symposium                                                                                           | CID     | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | September 22-23/2022          | GoP | 16,800.00  | 16,800.00  | - | HRTD FUND                                   |
| 5-02-02-010                     | Capacity Building for Various Assessment Strategies (LAST)                                                      | CID     | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | August 9-2022                 | GoP | 49,800.00  | 49,800.00  | - | HRTD FUND                                   |
| 5-02-02-010                     | Virtual Orientation on the Teacher Induction Program 2022                                                       | SGOD    | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | September 14-16/2022          | GoP | 14,400.00  | 14,400.00  | - | HRTD FUND                                   |
| 5-02-02-010                     | Capacity Building for Various Assessment Strategies (Literacy Assessment Tool)                                  | CID     | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | September 6-2022              | GoP | 49,800.00  | 49,800.00  | - | HRTD FUND                                   |
| 5-02-02-010                     | Training Program on the Implementation of Profit (Program for Financial Independence for Tayabas City Teachers) | OSDS    | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | October 6-7/2022              | GoP | 38,400.00  | 38,400.00  | - | HRTD FUND                                   |
| 5-02-02-010                     | Life Coaching Support in the New Normal: Stress Management in the Workplace Intervention                        | OSDS    | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | October 24-26/2022            | GoP | 14,400.00  | 14,400.00  | - | HRTD FUND                                   |
| TOTAL 3RD QTR.                  |                                                                                                                 |         |     |                                            |                                   |                                   |                                 |                               |     | 264,400.00 |            |   |                                             |
| Training Activities-4th Quarter |                                                                                                                 |         |     |                                            |                                   |                                   |                                 |                               |     |            |            |   |                                             |
| 5-02-02-010                     | Webinar on ICT Literacy                                                                                         | OSDS    | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | Oct 14-2022                   | GoP | 6,000.00   | 6,000.00   | - | HRTD FUND                                   |
| 5-02-02-010                     | Webinar Series on 2022 Library Information Services (LIS) Month Celebration                                     | CID     | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | November 2022                 | GoP | 21,000.00  | 21,000.00  | - | HRTD FUND                                   |
| 5-02-02-010                     | Institutionalization of Personnel Welfare and Development (Gawad Tulay Malasakit)                               | SGOD    | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | October 19-, 2022             | GoP | 120,000.00 | 120,000.00 | - | HRTD FUND (80,000 (Food); 30,000(Supplies)) |
| 5-02-02-010                     | Training Instructional CID Year end Culminating Activity                                                        | CID     | YES | Competitive Bidding                        | December, 2021                    | December, 2021                    | February, 2022                  | December 19-20/2022           | GoP | 49,800.00  | 49,800.00  | - | HRTD FUND (49,200-food); 600-supplies       |
| TOTAL QTR. 4                    |                                                                                                                 |         |     |                                            |                                   |                                   |                                 |                               |     | 196,800.00 |            |   |                                             |
| Others                          |                                                                                                                 |         |     |                                            |                                   |                                   |                                 |                               |     |            |            |   |                                             |
| 5-02-03-010                     | Procurement of Office Supplies-PS DBM/Non DBM                                                                   | PSU     | YES | Competitive Bidding                        | December, 2021 /1st Week of March | December, 2021 /1st Week of March | January, 2022/2nd Week of April | January, 2022/4th Week of May | GoP | 829,000.00 | 829,000.00 | - | MOOE                                        |
| 5-07-05-030                     | Procurement of ICT Supplies                                                                                     | ICT/PSU | NO  | NP-53.9 - Small Value Procurement/Shopping | as need arises                    | as need arises                    | as need arises                  | as need arises                | GoP | 92,000.00  | 92,000.00  | - | MOOE                                        |

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|-------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|-----------------------------------|----------------------------|----------------|----------------|----------------------------|-----|------------|------------|---|--------------------------------|
| 5-02-99-990 | Procurement of Drinking Water for SDO Personnel                                                                               | OSDS-GSU        | NO  | NP-53.9 - Small Value Procurement | as need arises             | as need arises | as need arises | as need arises             | GoP | 24,000.00  | 24,000.00  | - | MOOE                           |
| 5-02-99-990 | Procurement of Office Chairs for Various Offices of SDO Tayabas City                                                          | PSU             | YES | Competitive Bidding               | December, 2021             | December, 2021 | January 2022   | January 2022               | GoP | 60,000.00  | 60,000.00  | - | MOOE                           |
| 5-02-99-990 | Provision for Improvements of SDO Main Building 3rd Floor                                                                     | GSU             | NO  | NP-53.9 - Small Value Procurement | as need arises             | as need arises | as need arises | as need arises             | GoP | 120,000.00 | 120,000.00 | - | MOOE                           |
| 5-02-99-990 | Supply and Installation of One (1) Set of Cubicle for SGOD Unit                                                               | SGOD            | NO  | NP-53.9 - Small Value Procurement | as need arises             | as need arises | as need arises | as need arises             | GoP | 31,000.00  | 31,000.00  | - | MOOE                           |
| 5-02-99-990 | Installation and Supply of SDO Generator's House                                                                              | GSU             | NO  | Competitive Bidding               | as need arises             | as need arises | as need arises | as need arises             | GoP | 52,000.00  | 52,000.00  | - | MOOE                           |
| 5-02-99-990 | Supplies and Materials for the Fabrication and Installation of Cabinets for the Official Use of Accounting and Budget Section | OSDS, Acctg.    | NO  | NP-53.9 - Small Value Procurement | February, 2022             |                |                | February, 2022             | GoP | 120,000.00 | 120,000.00 | - | MOOE                           |
| 5-02-03-990 | Procurement of Other Supplies                                                                                                 | ICT, OSDS Admin | NO  | NP-53.9 - Small Value Procurement | as need arises             | as need arises | as need arises | as need arises             | GoP | 31,000.00  | 31,000.00  | - | MOOE                           |
| 5-02-99-990 | Procurement of Diesel/Gasoline and other maintenance needs for service vehicles and grass                                     | OSDS            | NO  | NP-53.9 - Small Value Procurement | as need arises             | as need arises | as need arises | as need arises             | GoP | 240,000.00 | 240,000.00 | - | MOOE                           |
| 5-07-05-030 | Procurement of Network Printers for the Official Use of SDO Tayabas                                                           | OSDS-ICT        | NO  | NP-53.9 - Small Value Procurement | March, 2022 and June, 2022 |                |                | March, 2022 and June, 2022 | GoP | 50,000.00  | 50,000.00  | - | MOOE                           |
| 5-02-03-990 | Provision of Identification Cards and Lanyards for SDO Tayabas Personnel                                                      | OSDS-Personnel  | NO  | NP-53.9 - Small Value Procurement | February, 2022             |                |                | February, 2022             | GoP | 64,500.00  | 64,500.00  | - | MOOE                           |
| 5-07-05-030 | Provision for Computerization Programs of SDO Tayabas City                                                                    | OSDS-ICT        | NO  | NP-53.9 - Small Value Procurement | as need arises             | as need arises | as need arises | as need arises             | GoP | 100,000.00 | 100,000.00 | - | continuing appropriations fund |
| 5-02-99-990 | Provision for Repair and Rehabilitation of SDO Tayabas Physical Facilities                                                    | OSDS/SGOD       | NO  | NP-53.9 - Small Value Procurement | as need arises             | as need arises | as need arises | as need arises             | GoP | 389,620.94 | 389,620.94 | - | continuing appropriations fund |
| 5-02-99-990 | Provision of Learning Resources for Basic Education Learning Continuity Plan (print/non print)                                | CID             | NO  | NP-53.9 - Small Value Procurement | as need arises             | as need arises | as need arises | as need arises             | GoP | 527,773.25 | 527,773.25 | - | continuing appropriations fund |
| 5-02-99-990 | Procurement of Printer with Scanner and Photocopier for Long Papers                                                           | ACCOUNTING      | NO  | Competitive Bidding               | as need arises             | as need arises | as need arises | as need arises             | GoP | 14,500.00  | 14,500.00  | - | MOOE                           |




|             |                                                                          |            |    |                                   |                |                |                |                |     |              |            |   |      |
|-------------|--------------------------------------------------------------------------|------------|----|-----------------------------------|----------------|----------------|----------------|----------------|-----|--------------|------------|---|------|
| 5-02-99-990 | Repairs and Maintenance of Desktop Computers, Printers and Laptops       | ACCOUNTING | NO | Competitive Bidding               | as need arises | as need arises | as need arises | as need arises | GoP | 20,000.00    | 20,000.00  | - | MOOE |
| 5-02-99-990 | Procurement of Storage Box for Motorcycle                                | ACCOUNTING | NO | Competitive Bidding               | as need arises | as need arises | as need arises | as need arises | GoP | 8,000.00     | 8,000.00   | - | MOOE |
| 5-02-99-990 | Construction of Mounted Wall with Stainless Agency Name Plates and Logos | OSD-ADMIN  | NO | NP-53.9 - Small Value Procurement | February 2022  | February 2022  | February 2022  | February 2022  | GoP | 350,000.00   | 350,000.00 | - | MOOE |
| SUB-TOTAL   |                                                                          |            |    |                                   |                |                |                |                |     | 3,123,394.19 | -          | - | -    |
| GRAND TOTAL |                                                                          |            |    |                                   |                |                |                |                |     | 3,819,394.19 | -          | - | -    |

Prepared by:

  
**JEANETTE M. BUERA**  
 BAC Secretary

Checked by:

  
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 Administrative Officer V

OK as to Appropriation:

  
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 BAC Member/Budget Officer V

Recommending Approval:

  
**ANTONIO P. FAUSTINO JR.**  
 OIC-Asst. Schools Division Superintendent/BAC Chairperson

Approved

  
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 OIC-Schools Division Superintendent/CoPE