

## City Schools Division of the City of Tayabas 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	
	<b>HRTD TRAININGS (2023)</b>												
AC-23-6471-HRTD-001	(STEM Teaching - #WeRiseByLiftingEachOther: Building Professional Learning Community in Science through Lesson Study	CID	NO	NP-53.9 - Small Value Procurement	March, 2023	March, 2023	March, 2023	April 2023	GoP	177,300.00	177,300.00	-	HRTD FUND
AC-23-6471-HRTD-002	Capacity-Building for Cultural Education	CID	NO	NP-53.9 - Small Value Procurement	April, 2023	April, 2023	April, 2023	May 2023	GoP	121,800.00	121,800.00	-	HRTD FUND
AC-23-6471-HRTD-003	Training-Workshop on Hard-to-teach Competencies and Most Fit Teaching Strategies for Content	CID	NO	NP-53.9 - Small Value Procurement	June, 2023	June, 2023	June, 2023	July 2023	GoP	257,100.00	257,100.00	-	HRTD FUND
AC-23-6471-HRTD-004	Capacity Building for Teachers on the Use of Phenomenon-based Learning Approach	CID	NO	NP-53.9 - Small Value Procurement	July, 2023	July, 2023	July, 2023	August 2023	GoP	145,800.00	145,800.00	-	HRTD FUND
AC-23-6473-HRTD-001	Capacity-Building for Teachers on Peace Education	OSDS/SGOD	NO	NP-53.9 - Small Value Procurement	April, 2023	April, 2023	April, 2023	May 2023	GoP	37,100.00	37,100.00	-	HRTD FUND
AC-23-6473-HRTD-002	Capacity-Building for Teachers on DRRM and climate Change Adaptation and Mitigation	OSDS/SGOD	NO	NP-53.9 - Small Value Procurement	May, 2023	May, 2023	May, 2023	June 2023	GoP	30,100.00	30,100.00	-	HRTD FUND
AC-23-6473-HRTD-003	Orientation in the Formulation and Utilization of Learning and Development Needs Assessment Results as Basis for the L&D Plan Development	SGOD	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March 2023	GoP	11,200.00	11,200.00	-	HRTD FUND
AC-23-6473-HRTD-004	Capacity-Building on Sports Coaching and Officiating	SGOD	NO	NP-53.9 - Small Value Procurement	July, 2023	July, 2023	July, 2023	August 2023	GoP	243,000.00	243,000.00	-	HRTD FUND
AC-23-6473-HRTD-005	Capacity-Building of School Heads on DRRM and climate Change Adaptation and Mitigation	OSDS/SGOD	NO	NP-53.9 - Small Value Procurement	July, 2023	July, 2023	July, 2023	August 2023	GoP	26,600.00	26,600.00	-	HRTD FUND
AC-23-6473-HRTD-006	Capacity-Building of School Heads on Managing Schools Effectively	SGOD	NO	NP-53.9 - Small Value Procurement	July, 2023	July, 2023	July, 2023	September, 2023	GoP	90,300.00	90,300.00	-	HRTD FUND
AC-23-6473-HRTD-007	Program Implementation Review – Human Resource Training and Development Cum Planning Workshop on the FY 2024 Human Resource Development Plan	SGOD	NO	NP-53.9 - Small Value Procurement	October, 2023	October, 2023	October, 2023	November, 2023	GoP	58,800.00	58,800.00	-	HRTD FUND
AC-23-6473-HRTD-008	Institutionalization of Employee Welfare (Tayabas Gawad Tulay Malasakit ng Magiting na Tayabasin)	SGOD	NO	NP-53.9 - Small Value Procurement	November, 2023	November, 2023	November, 2023	December, 2023	GoP	243,000.00	243,000.00	-	HRTD FUND
AC-23-6473-HRTD-009	Procurement of Training Supplies	SGOD	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March 2023	GoP	5,900.00	5,900.00	-	HRTD FUND
	<b>HRTD-CONTINUING (2022)</b>												
	Division On-Boarding Program for newly Hired and Newly Promoted SDO Personnel	SGOD	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	February, 2023	GoP	2,800.00	2,800.00	-	continuing fund (HRTD 2022)
	Induction Program for Beginning Teachers	SGOD	NO	NP-53.9 - Small Value Procurement	July, 2023	July, 2023	July, 2023	August, 2023	GoP	22,400.00	22,400.00	-	continuing fund (HRTD 2022)
	Master Teaches Professional Development Program 2.0 (MTDP 2.0)	SGOD	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	February, 2023	GoP	580,000.00	580,000.00	-	continuing fund (HRTD 2022)
	Division Training on Literacy and Numeracy	CID	NO	NP-53.9 - Small Value Procurement					GoP	552,754.00	552,754.00	-	continuing fund (HRTD 2022)

	MOOE												
AC-23-6472-GASS-001	Provision of Registration Fees and Traveling Expenses for Property and Supply Related Trainings/Seminar-Workshops of Supply Officer II and Storekeeper	OSDS-Supply	NO	Direct Contracting	N/A	N/A	N/A	Feb. and March, 2023	GoP		12,600.00	12,600.00	- MOOE
AC-23-6472-GASS-002	Procurement of Office and Other Supplies of the City Schools Division of the City of Tayabas for FY 2023 (EPA)	OSDS-Supply	YES	Competitive Bidding	Quarterly	Quarterly	Quarterly	Quarterly	GoP		550,000.00	550,000.00	- MOOE
AC-23-6472-GASS-003	Procurement of PS-DBM available Supplies and Equipment	OSDS-Supply	NO	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	GoP		329,000.00	329,000.00	MOOE - Quarterly Procurement of PS-CSE Supplies from DBM
AC-23-6472-GASS-004	Procurement of Printer for printing of various documents of PSU	OSDS-Supply	NO	NP-53.9 - Small Value Procurement	March, 2023	March, 2023	March, 2023	March, 2023	GoP		20,000.00	20,000.00	- MOOE
AC-23-6472-GASS-005	Procurement of customized SDO Tayabas Flag and Indoor and outdoor flag pole for SDO Tayabas use	OSDS-Supply	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	February, 2023	GoP		31,770.00	31,770.00	- MOOE
AC-23-6472-GASS-006	Procurement of SDO Stockroom Equipment for Improvement of Inventory System and Storage Capacity	OSDS-Supply	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	February, 2023	GoP		28,320.00	28,320.00	- MOOE
AC-23-6472-GASS-007	Provision of Fidelity Bond for Supply Officer II	OSDS-Supply	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP		5,000.00	5,000.00	- MOOE
AC-23-6472-GASS-008	Provision of Diesel and Repairs and Maintenance and Other related Expenses for Transportation services in SDO Tayabas	OSDS-GSU	NO	NP-53.9 - Small Value Procurement	January to December, 2023 (Monthly)	January to December, 2023 (Monthly)	January to December, 2023 (Monthly)	January to December, 2023 (Monthly)	GoP		505,488.50	505,488.50	- MOOE
AC-23-6472-GASS-009	Provision of Drinking Water for SDO Personnel	OSDS-GSU	NO	NP-53.9 - Small Value Procurement	January to December, 2023 (Monthly)	January to December, 2023 (Monthly)	January to December, 2023 (Monthly)	January to December, 2023 (Monthly)	GoP		36,000.00	36,000.00	- MOOE
AC-23-6472-GASS-010	Orientation/Workshop of SDO Personnel on the Implementation of 5s in the Division Office	OSDS-ADMIN	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March, 2023	GoP		40,000.00	40,000.00	- MOOE
AC-23-6472-GASS-011	Capacity Building and Procurement of Supplies for Established Monitoring Team for Waste Segregation and Removal of Plastic in the Division Office	OSDS-ADMIN	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March, 2023	GoP		20,000.00	20,000.00	- MOOE
AC-23-6472-GASS-012	Repairs and Installation of Main Entrance (SDS Office)	OSDS-ADMIN	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March, 2023	GoP		100,000.00	100,000.00	- MOOE
AC-23-6472-GASS-013	Installation of Water Source to SDO	OSDS-ADMIN	NO	NP-53.9 - Small Value Procurement	March, 2023	March, 2023	March, 2023	April, 2023	GoP		111,000.00	111,000.00	- MOOE
AC-23-6472-GASS-014	Installation of Cover shade for SDO Generator	OSDS-ADMIN	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March, 2023	GoP		50,000.00	50,000.00	- MOOE
AC-23-6472-GASS-015	Regular Conduct of Cleaning and Maintenance of Air Conditioning Unit	OSDS-GSU	NO	NP-53.9 - Small Value Procurement	Feb. and Sept., 2023	Feb. and Sept., 2023	Feb. and Sept., 2023	April, 2023 and Oct., 2023	GoP		100,000.00	100,000.00	- MOOE
AC-23-6472-GASS-016	Procurement of vault for legal and important office documents for Official use of Admin Unit	OSDS-ADMIN	NO	NP-53.9 - Small Value Procurement	April, 2023	April, 2023	April, 2023	May, 2023	GoP		100,000.00	100,000.00	- MOOE
AC-23-6472-GASS-017	Procurement of Steel Racks and Plastic Storage Boxes for Improvement of Safekeeping of Documents for official use of Records Unit	OSDS-RECORDS	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March, 2023	GoP		60,000.00	60,000.00	- MOOE
AC-23-6472-GASS-018	Procurement of Self-Inking Pad for Improvement of Physical Document Tracking of SDO Tayabas	OSDS-RECORDS	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March, 2023	GoP		9,000.00	9,000.00	- MOOE
AC-23-6472-GASS-019	Provision of registration for Training (National Archives of the Philippines)	OSDS-RECORDS	NO	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP		30,000.00	30,000.00	- MOOE
AC-23-6472-GASS-020	Procurement of Storage Boxes for Improvement of HR personnel Document Filing	OSDS-PERSONNEL	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March, 2023	GoP		9,000.00	9,000.00	- MOOE







AC-23-6472-GASS-021	Provision of Meals during the conduct of PRIME-HRM related activities for the year 2023 (RSP core)	OSDS-PERSONNEL	NO	NP-53.9 - Small Value Procurement	January to December, 2023 (Monthly)	January to December, 2023 (Monthly)	January to December, 2023 (Monthly)	January to December, 2023 (Monthly)	GoP	15,400.00	15,400.00	-	MOOE
AC-23-6472-GASS-022	Provision of Registration fee for the Participation of Personnel Unit to training/workshop related to Personnel services	OSDS-PERSONNEL	NO	Direct Contracting	n/a	n/a	n/a	n/a	GoP	54,000.00	54,000.00	-	MOOE
AC-23-6472-GASS-023	Renewal of Fidelity Bond of Cashier (I) and Schools Division Superintendent	OSDS-CASH	NO	NP-53.5 Agency-to-Agency	Jan. and Sept., 2023	Jan. and Sept., 2023	Jan. and Sept., 2023	Feb. and Oct. 2023	GoP	45,000.00	45,000.00	-	MOOE
AC-23-6472-GASS-024	Procurement of MDS check for disbursement/payment for Official use of Cash Unit	OSDS-CASH	NO	Direct Contracting	Jan. and Oct., 2023	Jan. and Oct., 2023	Jan. and Oct., 2023	Feb. and Nov., 2023	GoP	1,140.00	1,140.00	-	MOOE
AC-23-6472-GASS-025	Registration of Cash Unit personnel in attendance to trainings for Enhancement and Update in relation to COA-GAM and Cash Management	OSDS-CASH	NO	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	30,000.00	30,000.00	-	MOOE
AC-23-6472-GASS-026	Procurement of Vault/Safe for improvement of security for accountable forms, MDS checks, petty cash & cash on hand for Official Use of Cash Unit	OSDS-CASH	NO	NP-53.9 - Small Value Procurement	April, 2023	April, 2023	April, 2023	May, 2023	GoP	80,000.00	80,000.00	-	MOOE
AC-23-6472-GASS-027	Procurement of plastic storage boxes for improvement of Safekeeping-Filing of SDO copy of DVs and reports for Official Use of Cash Unit	OSDS-CASH	NO	NP-53.9 - Small Value Procurement	January, 2023	January, 2023	January, 2023	February, 2023	GoP	4,000.00	4,000.00	-	MOOE
AC-23-6472-GASS-028	Procurement of Steel Filing Cabinets for improvement of Filing Storage of Bids And Awards Committee (BAC) Contracts and Related Documents.	OSDS-PROCUREMENT	NO	NP-53.9 - Small Value Procurement	March, 2023	March, 2023	March, 2023	April, 2023	GoP	54,000.00	54,000.00	-	MOOE
AC-23-6472-GASS-029	Conduct of Post Qualification Activities related to awarded projects under Public Bidding or whenever applicable	OSDS-PROCUREMENT	NO	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	20,000.00	20,000.00	-	MOOE
AC-23-6472-GASS-030	BAC On-site Inspection of School-Based Projects (Infrastructure Projects)	OSDS-PROCUREMENT	NO	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	5,000.00	5,000.00	-	MOOE
AC-23-6472-GASS-031	Provision of Registration Fee for Participation of the BAC, TWG and Secretariat to Trainings in relation to RA 9184	OSDS-PROCUREMENT	NO	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	163,800.00	163,800.00	-	MOOE
AC-23-6472-GASS-032	Provision of Registration Fees and Transportation Expenses of Accounting Personnel for Participation to Training/Workshop on Government Expenditures conducted by COA/GIA/GACPA/PAGBA/PICP A, Division and Regional Office	OSDS-ACCTG.	NO	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	109,120.00	109,120.00	-	MOOE
AC-23-6472-GASS-033	Exit Conference with Commission on Audit	OSDS-ACCTG.	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	March, 2023	GoP	5,000.00	5,000.00	-	MOOE
AC-23-6472-GASS-034	Provision of Registration Fee for Budget personnel during the Conduct of Preparation of FY 2024 budget proposals	OSDS-BUDGET	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	February and March, 2023	GoP	30,000.00	30,000.00	-	MOOE
AC-23-6472-GASS-035	Provision of Registration Fee for Budget Personnel in attendance to Regional Seminar-Workshop on the Encoding of OSBP	OSDS-BUDGET	NO	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	16,000.00	16,000.00	-	MOOE
AC-23-6472-GASS-036	Provision of Registration Fee for Budget Personnel in attendance to Regional Seminar-Workshop on the Reconciliation of PSI-POP vs. Payroll vs. NEP 2023	OSDS-BUDGET	NO	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	16,000.00	16,000.00	-	MOOE








AC-23-6472-GASS-037	Provision of Registration Fee for Budget Personnel in attendance to Regional Seminar-Workshop on the Preparation of MDP	OSDS-BUDGET	NO	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	16,000.00	16,000.00	-	MOOE
AC-23-6472-GASS-038	Provision of Registration Fee for Budget Personnel in attendance to Regional Seminar-Workshop on the Pre-Closing of FY 2023 Year End Financial Reports.	OSDS-BUDGET	NO	NP-53.5 Agency-to-Agency	n/a	n/a	n/a	n/a	GoP	16,000.00	16,000.00	-	MOOE
AC-23-6472-GASS-039	CID Quarterly Kamustahan	CID	NO	NP-53.9 - Small Value Procurement	Feb., May, Aug. and Nov. 2023	Feb., May, Aug. and Nov. 2023	Feb., May, Aug. and Nov. 2023	March, June, Sept. and Dec. 2023	GoP	140,000.00	140,000.00	-	MOOE
AC-23-6472-GASS-040	Quarterly Division Management Review (MR)	SGOD	NO	NP-53.9 - Small Value Procurement	Feb., Apr., Sept. and Oct., 2023	Feb., Apr., Sept. and Oct., 2023	Feb., Apr., Sept. and Oct., 2023	Feb., May, Aug. and Nov. 2023	GoP	30,800.00	30,800.00	-	MOOE
AC-23-6472-GASS-041	Division Monitoring, Evaluation and Adjustment (DMEA) Cum Program Implementation Review (PIR) for School Heads and SDO Personnel	SGOD	NO	NP-53.9 - Small Value Procurement	May and Nov., 2023	May and Nov., 2023	May and Nov., 2023	June and Dec., 2023	GoP	29,400.00	29,400.00	-	MOOE
AC-23-6472-GASS-042	Quarterly Division Management Committee Meeting (MANCOM)	SGOD	NO	NP-53.9 - Small Value Procurement	Feb., Apr., Jul. and Oct., 2023	Feb., Apr., Jul. and Oct., 2023	Feb., Apr., Jul. and Oct., 2023	Feb., May, Aug. and Nov., 2023	GoP	84,000.00	84,000.00	-	MOOE
AC-23-6472-GASS-043	Provision of Monthly Load Allowance for Authorized SDO Tayabas Personnel	OSDS	NO	Direct Contracting	n/a	n/a	n/a	n/a	GoP	243,600.00	243,600.00	-	MOOE
AC-23-6472-GASS-044	Provision of Monthly Internet Subscription for SDO Tayabas	OSDS	NO	Direct Contracting	n/a	n/a	n/a	n/a	GoP	132,000.00	132,000.00	-	MOOE - Renewal of Monthly Internet Subscription for SDO Tayabas (January to December, 2023)
AC-23-6472-GASS-045	Provision of Petty Cash Fund for SDO Tayabas	OSDS	NO	Direct Contracting	n/a	n/a	n/a	n/a	GoP	180,000.00	180,000.00	-	MOOE - Provision of Petty Cash Fund for SDO Tayabas (January to December, 2023)
AC-23-6472-GASS-046	Meals for Aguyod for Learning Caravan	CID	NO	NP-53.9 - Small Value Procurement	February and July, 2023	February and July, 2023	February and July, 2023	February and July, 2023	GoP	100,000.00	100,000.00	-	MOOE
AC-23-6472-GASS-047	Relocation of Aircon of SDO Tayabas to Main Building	OSDS	NO	NP-53.9 - Small Value Procurement	March, 2023	March, 2023	March, 2023	March, 2023	GoP	35,811.50	35,811.50	-	MOOE
AC-23-6472-GASS-048	GAD Activities	SGOD	NO	NP-53.9 - Small Value Procurement	January to December 2023	January to December 2023	January to December 2023	January to December 2023	GoP	200,950.00	200,950.00	-	MOOE - Provision of allotment for GAD Activities
AC-23-6472-GASS-049	Conduct Management Transaction Audit and Reporting of Updates	OSDS	NO	NP-53.9 - Small Value Procurement	Jan, 2023	Jan, 2023	Jan, 2023	Jan, 2023	GoP	15,000.00	15,000.00	-	MOOE
-	<b>SARO</b>												
-	Program Support Fund (PSF) for Network Infrastructure of Division Office	OSDS-ICT	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	February, 2023	GoP	920,980.00	920,980.00	-	Sub-ARO No. OSEC-4A-22-2488
-	Provision for Improvements of SDO Main Building	OSDS	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	February, 2023	GoP	306,534.00	306,534.00	-	SARO No. OSEC-4A-22-0535
-	Procurement of Printer for the Official Use of CID-ALS (Printing of ALS learners activity sheet, worksheet, etc.)	CID	NO	Shopping	February, 2023	February, 2023	February, 2023	February, 2023	GoP	23,090.91	23,090.91	-	SARO
-	Division Management Committee Meeting (MANCOM) for FY 2023	SGOD	NO	NP-53.9 - Small Value Procurement	February, May, August and November, 2023	February, May, August and November, 2023	May, August and November	February, May, August and November, 2023	GoP	182,000.00	182,000.00	-	Division MOOE-Php84,000.00 School MOOE -Php88,000.00
-	Procurement of Dental Supplies for the Mobile Dental Clinic	SGOD	NO	NP-53.9 - Small Value Procurement	January to December 2023	January to December 2023	January to December 2023	January to December 2023	GoP	10,680.00	10,680.00	-	SARO
-	2022 Division Education Summit Cum Ika-7 Piling ng Pasasalamat	SGOD	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	February, 2023	GoP	156,494.00	156,494.00	-	Program Support Funds (continuing of FY 2022) SARO No. OSEC-4A-22-3174
-	Provision of Garden Inputs for the Implementation of Integrated School Nutrition Model for 2 Lighthouse Schools and for the Expansion of ISNM Implementation to 3 Identified Schools	SGOD	NO	NP-53.9 - Small Value Procurement	February, 2023	February, 2023	February, 2023	February, 2023	GoP	40,000.00	40,000.00	-	Implementation of the Integrated School Nutrition Model (ISNM) - (continuing fund SBFP FY 2022) Sub-ARO No. RO-4A-22-2196










-	Work Conference of Student Leaders cum Plan Adjustments	SGOD	NO	NP-53.9 - Small Value Procurement	May, 2023	May, 2023	May, 2023	June, 2023	GoP	22,740.00	22,740.00	-	Program Support Funds (PSF) for Youth Formation Division (YFD) Related Activities (continuing of FY 2022) Sub-ARO No. RO-4A-22-1185
-	Provision of Learning Resources for SY 2022-2023 in the Implementation of Basic Education Learning Continuity Plan (BE-LCP)	CID	NO	Competitive Bidding	February-December, 2023	February-December, 2023	February-December, 2023	February-December, 2023	GoP	3,600,000.00	3,600,000.00	-	SARO No. OSEC-4A-22-3174
-	-	-	-	-	-	-	-	-	-	GRAND TOTAL	11,887,472.91	-	Flexible Learning Resources Options (continuing fund RO-4A-22-1831)

Prepared by:

  
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 BAC Secretariat

  
**JEANETTE M. BUERA**  
 OIC-Procurement


Checked by:

  
**CONRADO C. GABARDA**  
 Administrative Officer V

OK as to Appropriation:

  
**BENJAMIN A. MILLARES**  
 Administrative Officer V / Budget Officer

Recommending Approval:

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

Approved:

  
**NATIDAD P. BAYUBAY, CESO VI**  
 Schools Division Superintendent/HoPE





