

Department of Education Koronadal City Division Annual Procurement Plan For Non-Common Use Supplies and Equipment (NON-CSE) for FY 2022

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/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
310500100001000	Formulate proposal for the translations of the HG curriculum for Kindergarten, Grade 1-6.	Curriculum Implementation Division (CID)		NP-53.9 - Small Value Procurement	Dec-22	N/A	Dec-22	Dec-22	GoP	70,000.00	70,000.00	-	Seminar on Formulating proposal for the translations of the HG curriculum for Kindergarten, Grade 1-6.
310500100001000	Conducting Unpacking Sessions	Curriculum Implementation Division (CID)		NP-53.9 - Small Value Procurement	Mar-22	N/A	Mar-22	Mar-22	GoP	103,000.00	103,000.00	-	Seminar on Conducting Unpacking Sessions
310500100001000	Writeshop on the Development of Contextualized Teaching Exemplars in Elementary Social Studies	Curriculum Implementation Division (CID)		NP-53.9 - Small Value Procurement	May-22	N/A	May-22	May-22	GoP	49,000.00	49,000.00	-	Seminar on Conducting Writeshop on the Development of Contextualized Teaching Exemplars in Elementary Social Studies
310500100001000	Conduct Writeshop Integrative Performance to continuously hit the product performance from KomPan to Filipino sa Piling Larang	Curriculum Implementation Division (CID)		NP-53.9 - Small Value Procurement	May-22	N/A	May-22	May-22	GoP	70,000.00	70,000.00	-	Seminar on Conducting Writeshop Integrative Performance to continuously hit the product performance from KomPan to Filipino sa Piling Larang
310500100001000	Search for Most Innovative implementer of ODL and Digital Modular	Curriculum Implementation Division (CID)		NP-53.9 - Small Value Procurement	Oct-22	N/A	Oct-22	Oct-22	GoP	80,000.00	80,000.00	-	Seminar on Search for Most Innovative implementer of ODL and Digital Modular
310500100001000	Provision of technical assistance to School in the implementation of their Math Intervention Plan	Curriculum Implementation Division (CID)		NP-53.9 - Small Value Procurement	May-22	N/A	May-22	May-22	GoP	60,000.00	60,000.00	-	Seminar on Provision of technical assistance to School in the implementation of their Math Intervention Plan
310500100001000	Division Roll-out on the utilization of the Project EASED to all School Heads for IS	Curriculum Implementation Division (CID)		NP-53.9 - Small Value Procurement	Feb-22	N/A	Feb-22	Feb-22	GoP	132,900.00	132,900.00	-	Seminar on Division Roll-out on the utilization of the Project EASED to all School Heads for IS
310500100001000	Conduct of Program Implementation Review (PIR)	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Jul-22	N/A	Jul-22	Jul-22	GoP	19,250.00	19,250.00	-	Seminar on Conducting of Program Implementation Review (PIR)
310500100001000	Presentation of revised AIP/Catch-up plan	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Jul-22	N/A	Jul-22	Jul-22	GoP	38,850.00	38,850.00	-	Seminar on Presentation of revised AIP/Catch-up plan
310500100001000	Spearhead the development of Learning and Development Master Plan	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Sep-22	N/A	Sep-22	Sep-22	GoP	20,000.00	20,000.00	-	Spearhead the development of Learning and Development Master Plan
310500100001000	TIP for Newly Hired Teachers	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Mar-22	N/A	Mar-22	Mar-22	GoP	100,000.00	100,000.00	-	TIP for Newly Hired Teachers
310500100001000	Capability Building for School Heads	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Apr-22	N/A	Apr-22	Apr-22	GoP	60,000.00	60,000.00	-	Seminar on Capability Building for School Heads
310500100001000	Pre-Retirement Counseling Seminar and Inter-Agency Forum	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	May-22	N/A	May-22	May-22	GoP	40,000.00	40,000.00	-	Seminar on Pre-Retirement Counseling and Inter-Agency Forum
310500100001000	Ensure implementation of EBP and conduct of awarding ceremonies	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Oct-22	N/A	Oct-22	Oct-22	GoP	45,000.00	45,000.00	-	Ensure implementation of EBP and conduct of awarding ceremonies
310500100001000	Conduct of evaluation of program implementation	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Dec-22	N/A	Dec-22	Dec-22	GoP	5,000.00	5,000.00	-	Seminar on Conducting of evaluation of program implementation
310500100001000	Consultative Meeting for OK sa DepEd Program	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	40,000.00	40,000.00	-	Consultative Meeting for OK sa DepEd Program
310500100001000	Women's Month Celebration	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Mar-22	N/A	Mar-22	Mar-22	GoP	50,000.00	50,000.00	-	Seminar on Women's Month Celebration
310500100001000	GAD Capability Building on Mental Health	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Dec-22	N/A	Dec-22	Dec-22	GoP	10,000.00	10,000.00	-	GAD Capability Building on Mental Health
310500100001000	Annual Implementation and Division Education Development Plans Review	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Jul-22	N/A	Jul-22	Jul-22	GoP	60,000.00	60,000.00	-	Seminar on Annual Implementation and Division Education Development Plans Review
310500100001000	Workshop on the crafting of AIP/DEDP	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Aug-22	N/A	Aug-22	Aug-22	GoP	60,000.00	60,000.00	-	Workshop on the crafting of AIP/DEDP
310500100001000	Presentation of final draft of AIP/DEDP	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Sep-22	N/A	Sep-22	Sep-22	GoP	60,000.00	60,000.00	-	Seminar on Presentation of final draft of AIP/DEDP
310500100001000	Revision/finalization of AIP/DEDP	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Nov-22	N/A	Nov-22	Nov-22	GoP	10,000.00	10,000.00	-	Revision/finalization of AIP/DEDP
310500100001000	Conduct of Research/Research Proposal	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Apr-22	N/A	Apr-22	Apr-22	GoP	7,000.00	7,000.00	-	Conduct of Research/Research Proposal
310500100001000	Evaluating research proposals	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Jun-22	N/A	Jun-22	Jun-22	GoP	2,000.00	2,000.00	-	Evaluating research proposals
310500100001000	Compiling of research studies conducted	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Jun-22	N/A	Jun-22	Jun-22	GoP	5,000.00	5,000.00	-	Compiling of research studies conducted
310500100001000	Division Reorientation and Research Study Enhancement for Division Research Committee	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Mar-22	N/A	Mar-22	Mar-22	GoP	10,000.00	10,000.00	-	Division Reorientation and Research Study Enhancement for Division Research Committee
310500100001000	Conduct DMEPA	Schools Governance and Operating Division (SGOD)		NP-53.9 - Small Value Procurement	Mar-22	N/A	Mar-22	Mar-22	GoP	56,000.00	56,000.00	-	Conduct DMEPA

310500100001000	Craft DMEPA Report for RMEPA	Schools Governance and Operating Division (SGOD)	NP-53.9 - Small Value Procurement	Mar-22	N/A	Mar-22	Mar-22	GoP	63,000.00	63,000.00	-	Craft DMEPA Report for RMEPA
310500100001000	Provision of Medicine to personnel with ailments.	Schools Governance and Operating Division (SGOD)	NP-53.9 - Small Value Procurement	Oct-22	N/A	Oct-22	Oct-22	GoP	78,000.00	78,000.00	-	Provision of Medicine to personnel with ailments.
310500100001000	Conduct Brigada Pagbasa Activities.	Schools Governance and Operating Division (SGOD)	NP-53.9 - Small Value Procurement	Aug-22	N/A	Aug-22	Aug-22	GoP	20,000.00	20,000.00	-	Conduct Brigada Pagbasa Activities.
310500100001000	Establishment of GAD center	Schools Governance and Operating Division (SGOD)	NP-53.9 - Small Value Procurement	Apr-22	N/A	Apr-22	Apr-22	GoP	100,000.00	100,000.00	-	Establishment of GAD center
310500100001000	Monitoring of GAD Funds Utilization in schools.	Schools Governance and Operating Division (SGOD)	NP-53.9 - Small Value Procurement	May-22	N/A	May-22	May-22	GoP	6,000.00	6,000.00	-	Monitoring of GAD Funds Utilization in schools.
310500100001000	GAD Capability on Health and Wellness	Schools Governance and Operating Division (SGOD)	NP-53.9 - Small Value Procurement	Jul-22	N/A	Jul-22	Jul-22	GoP	6,000.00	6,000.00	-	GAD Capability on Health and Wellness
310500100001000	GAD Health and Wellness Promotion and personnel Blood Chemistry Monitoring	Schools Governance and Operating Division (SGOD)	NP-53.9 - Small Value Procurement	Jun-22	N/A	Jun-22	Jun-22	GoP	161,000.00	161,000.00	-	GAD Health and Wellness Promotion and personnel Blood Chemistry Monitoring
310500100001000	Conduct Pest Control in the Storage Room (Maintenance and preservation)	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	6,000.00	6,000.00	-	Conduct Pest Control in the Storage Room (Maintenance and preservation)
310500100001000	Conduct Disposal of Obsolete Documented Information in accordance with the NAP Guidelines	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Oct-22	N/A	Oct-22	Oct-22	GoP	15,000.00	15,000.00	-	Conduct Disposal of Obsolete Documented Information in accordance with the NAP Guidelines
310500100001000	Repair and Maintenance of Office Equipment, Furniture, and Fixture	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Feb-22	N/A	Feb-22	Feb-22	GoP	40,000.00	40,000.00	-	Repair and Maintenance of Office Equipment, Furniture, and Fixture
310500100001000	Repair and Maintenance of Building	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Feb-22	N/A	Feb-22	Feb-22	GoP	50,000.00	50,000.00	-	Repair and Maintenance of Building
310500100001000	Repair and Maintenance of Motor Vehicles - Change Oil and Check-up of 5 Vehicles (Mobile, MUX, Strada, Van and Bongo)	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	53,000.00	53,000.00	-	Repair and Maintenance of Motor Vehicles - Change Oil and Check-up of 5 Vehicles (Mobile, MUX, Strada, Van and Bongo)
310500100001000	Repair and Maintenance of Motor Vehicles - Change of tires 4 Tires of MUX, 4 Tires of D4D Van, and 4 Tires of Mobile L-300	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jul-22	N/A	Jul-22	Jul-22	GoP	108,000.00	108,000.00	-	Repair and Maintenance of Motor Vehicles - Change of tires 4 Tires of MUX, 4 Tires of D4D Van, and 4 Tires of Mobile L-300
310500100001000	Request 2 Booklets of MDS Check and OR to be used for payment of SDOs Obligations	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	13,350.00	13,350.00	-	Request 2 Booklets of MDS Check and OR to be used for payment of SDOs Obligations
310500100001000	Submit remittance of mandatory contribution to BIR, GSIS, HDMF, PHILHEALTH	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Mar-22	N/A	Mar-22	Mar-22	GoP	18,000.00	18,000.00	-	Submit remittance of mandatory contribution to BIR, GSIS, HDMF, PHILHEALTH
310500100001000	Procurement of Common Use Office Supplies (CSE) to PSU DBM for Office Operation.	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	446,412.00	446,412.00	-	Procurement of Common Use Office Supplies (CSE) to PSU DBM for Office Operation.
310500100001000	Prepare canvass forms and purchase orders based on APR and PR to procure the supplies needed. (Transportation - BAC Sec./Procurement Unit)	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	9,600.00	9,600.00	-	Prepare canvass forms and purchase orders based on APR and PR to procure the supplies needed. (Transportation - BAC Sec./Procurement Unit)
310500100001000	Conduct technical assistance and supervises special disbursing officers and bookkeepers of schools to enable them to properly implement the financial systems.	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jul-22	N/A	Jul-22	Jul-22	GoP	28,000.00	28,000.00	-	Conduct technical assistance and supervises special disbursing officers and bookkeepers of schools to enable them to properly implement the financial systems.
310500100001000	Verifies and submits to the CSC and the Ombudsman the duly accomplished SALN of all employees in the SDO.	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Apr-22	N/A	Apr-22	Apr-22	GoP	5,000.00	5,000.00	-	Verifies and submits to the CSC and the Ombudsman the duly accomplished SALN of all employees in the SDO.
310500100001000	SDO Koronadal Website Development and WebHost subscription to a local provider	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	May-22	N/A	May-22	May-22	GoP	10,000.00	10,000.00	-	SDO Koronadal Website Development and WebHost subscription to a local provider
310500100001000	Conduct technical assistance to IUs in Preparation and Submission of Budget Proposals Requirement to be encoded in the OSBP DBM Website	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	May-22	N/A	May-22	May-22	GoP	6,300.00	6,300.00	-	Conduct technical assistance to IUs in Preparation and Submission of Budget Proposals Requirement to be encoded in the OSBP DBM Website
310500100001000	Establishment of Electronic Document Tracking System (E-DOTS)	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	15,000.00	15,000.00	-	Establishment of Electronic Document Tracking System (E-DOTS)
310500100001000	Delivery of communication, indorsement, and other DepEd Related Documents to the recipients	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	9,600.00	9,600.00	-	Delivery of communication, indorsement, and other DepEd Related Documents to the recipients

310500100001000	Cash Advances and replenishment of Petty Cash Fund	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	125,000.00	125,000.00	-	Cash Advances and replenishment of Petty Cash Fund
310500100001000	Improve division IT equipment for the New Normal needs of the different learning modalities preparation	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	15,800.00	15,800.00	-	Improve division IT equipment for the New Normal needs of the different learning modalities preparation
310500100001000	Conduct technical assistance to IUs in Preparation and Submission of Budget Execution Documents (BEDs) to be encoded in the DBM Application Portal. (Technical assistance interventions)	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Nov-22	N/A	Nov-22	Nov-22	GoP	6,300.00	6,300.00	-	Conduct technical assistance to IUs in Preparation and Submission of Budget Execution Documents (BEDs) to be encoded in the DBM Application Portal. (Technical assistance interventions)
310500100001000	Payment of Salaries of Contract of Service (COS) -3 JO Personnel (3 Drivers, 1 Clerk in Legal Unit) P8,800/mo	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	316,800.00	316,800.00	-	Payment of Salaries of Contract of Service (COS) -3 JO Personnel (3 Drivers, 1 Clerk in Legal Unit) P8,800/mo
310500100001000	Operational Expenses	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	2,509,027.75	2,509,027.75	-	Operational Expenses
310500100001000	Traveling Expenses (Local Travel by Air and by Land	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	1,000,008.92	1,000,008.92	-	Traveling Expenses (Local Travel by Air and by Land
310500100001000	Fidelity Bond Premium of SDS & Cashier	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Feb-22	N/A	Feb-22	Feb-22	GoP	90,001.33	90,001.33	-	Fidelity Bond Premium of SDS & Cashier
310500100001000	Conduct Quarterly Consultative Meetings with IUs to assist quarterly BFARs and budgetary issues and concerns encountered. (Technical assistance interventions)	Office of the Schools Division Superintendent (OSDS)	NP-53.9 - Small Value Procurement	Jan-22	N/A	Jan-22	Jan-22	GoP	64,800.00	64,800.00	-	Conduct Quarterly Consultative Meetings with IUs to assist quarterly BFARs and budgetary issues and concerns encountered. (Technical assistance interventions)

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