



Republic of the Philippines  
 Department of Education  
 REGION IX, ZAMBOANGA PENINSULA  
 DIVISION OF ZAMBOANGA DEL NORTE  
 Dipolog City



## ANNUAL PROCUREMENT PLAN FOR THE FISCAL YEAR 2024

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	
1	Division Live-In Training on Developmentally Appropriate Teaching-Learning Approaches to Address Critical Content Across Grade levels and Learning Areas	CID	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,854,538.00	-	-	-
2	Training on Effective Coaching and Mentoring Program for Master Teachers	CID	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,500,000.00	-	-	-
3	Division Live-In Enhancement Training on Instructional Leadership and Management for School Heads and Master Teachers	CID	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,500,000.00	-	-	-
4	Development of ZN PAD (1st and 2nd Quarter)	CID	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	875,000.00	-	-	-
5	Development of ZN PAD (3rd and 4th Quarter)	CID	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	875,000.00	-	-	-
6	Procurement of Supplies and Materials (To include ALS for their EOSY Rites)	CID	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	171,750.00	-	-	-
7	Conduct of Training Workshop on Program Development and Management	PDO I	YES	Competitive Bidding	TBA	TBA	TBA	TBA	GoP	156,000.00	-	-	-
8	Conduct of Capacity Building and Updates on Oplan Kalusagan sa DepEd Program	MEDICAL SECTION	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	156,000.00	-	-	-
9	Conduct of Capacity Building on Partnerships Building and Linkages and DRRM	SMN & DRRM	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	154,000.00	-	-	-
10	1st Quarter PIR	HRD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	37,200.00	-	-	-
11	2nd Quarter & Mid-Year PIR, Performance Assessment and Catch Up Planning	HRD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	37,200.00	-	-	-
12	2025 Planning & Budgeting cum 3rd Quarter PIR	HRD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	38,400.00	-	-	-
13	Year - End Assessment & Recognition	HRD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	48,582.00	-	-	-
14	FGD of School Sports, Scouting and Other Program Coordinators	HRD	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	156,000.00	-	-	-

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15	Orientation/Technical Assistance to School Heads & SPF/LIS/EBEIS Coordinators	HRD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	156,000.00	-	-	-
16	Orientation on Human Resource L&D Intervention, and Professional Development	HRD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	156,000.00	-	-	-
17	Division PRAISE AWARDS	HRD	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	412,100.00	-	-	-
18	Seminar Workshop on M & E Data Management	PLANNING & RESEARCH	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	156,000.00	-	-	-
19	Capacity Building on Research	PLANNING & RESEARCH	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	156,000.00	-	-	-
20	Regular consultative conference and other partnership engagement activities with internal and external stakeholders	SGOD	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	15,990.00	-	-	-
21	Procurement of supplies and materials	SGOD	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	89,310.00	-	-	-
22	Division Management Convergence for Continuous Professional Development	OSDS	YES	Competitive Bidding	Nov-23	Nov-23	January	January	GoP	120,123.00	-	-	-
23	Regular Executive Committee Convergence	OSDS	YES	Competitive Bidding	Nov-23	Nov-23	January	January	GoP	198,972.00	-	-	-
24	Crafting of DEDP	OSDS	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	10,516.00	-	-	-
25	Repairs and Maintenance	OSDS	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	47,800.00	-	-	-
26	Procurement of Office Supplies and Other Materials	OSDS	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	150,000.00	-	-	-
27	Other Maintenance and Operating Expenses	OSDS	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	198,000.00	-	-	-
28	Upskilling with Division & District Information Officers/District Public Assistance Coordinators	OSDS	YES	Competitive Bidding	Nov-23	Nov-23	January	January	GoP	240,750.00	-	-	-
29	CAPACITY BUILDING AND WORKSHOP ON DEPED ORDER 7 S. 2023 (MSP)	ASDS	YES	Competitive Bidding	Nov-23	Nov-23	January	January	GoP	329,680.00	-	-	-
30	Procurement of office Supplies, equipment and maintenance	ASDS	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	212,506.64	-	-	-
31	Other Maintenance and Operating Expenses	ASDS	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	120,272.16	-	-	-
32	Conduct of Seminar Workshop on the Preparation of pre-Year End Financial Accountability Reports	BUDGET	YES	Competitive Bidding	Nov-23	Nov-23	January	January	GoP	75,500.00	-	-	-
33	Conduct of Seminar Workshop on the Preparation of pre-Mid Year Financial Accountability Reports	BUDGET	YES	Competitive Bidding	Nov-23	Nov-23	January	January	GoP	75,500.00	-	-	-
34	Capacity Building relative to Financial Management	BUDGET	NO	NP-53.9 - Small Value Procurement	Nov-23	Nov-23	January	January	GoP	70,500.00	-	-	-
35	Seminar Workshop on Work Financial Plan FY 2025	BUDGET	YES	Competitive Bidding	Nov-23	Nov-23	January	January	GoP	44,980.00	-	-	-

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36	Seminar Workshop on School Operating Budget FY 2024	BUDGET	YES	Competitive Bidding	TBA	TBA	TBA	TBA	GoP	63,200.00	-	-	-
37	Conduct of Seminar Workshop of Custodians	ADMIN	YES	Competitive Bidding	Nov-23	Nov-23	January	January	GoP	329,680.00	-	-	-
38	Outsourcing of Security Services & Utility Workers	ADMIN	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	760,999.96	-	-	-
39	Procurement of Lubricant, Oil, spareparts, etc	ADMIN	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	4,570,180.00	-	-	-
40	Repairs and Maintenance - Vehicles	ADMIN	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	207,000.00	-	-	-
41	Repairs and Maintenance - Buildings	ADMIN	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	1,756,000.00	-	-	-
42	Procurement of Fabricated boxes(acctg)	ADMIN	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	84,920.00	-	-	-
43	Procurement of Supplies and Materials	ADMIN	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	6,191,706.95	-	-	-
44	PROCUREMENT OF LAPTOP FOR DISTRICT (35)	ADMIN	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	1,662,500.00	-	-	-
45	PROCUREMENT OF PRINTER FOR DISTRICT (35)	ADMIN	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	525,000.00	-	-	-
46	Procurement of office Supplies and equipment	ITO	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	31,945.50	-	-	-
47	Procurement of ICT and other equipment	ITO	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	113,400.00	-	-	-
48	Capacity Building to 35 District ICT Coordinators in DCP Monitoring Tool	ITO	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	247,260.00	-	-	-
49	Procurement of office Supplies and equipment	Legal	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	31,945.50	-	-	-
50	Other Maintenance and Operating Expenses	Legal	NO	NP-53.9 - Small Value Procurement	TBA	TBA	TBA	TBA	GoP	5,719.50	-	-	-

**TOTAL**

**27,177,627.21**

Prepared by:

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