



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) |
|---|---|-----------------------|--|--|-----------------------------|-----------------|------------------|-----------------|------------------------|--------------|----|---|
| | | | | Adst/Postin g of IB/REI | Submissio n/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| 2021 CURRENT APPROPRIATIONS | | | | | | | | | | | | |
| I. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) | | | | | | | | | | | | |
| A.II.a.14 A. TRAVEL EXPENSES | | | | | | | | | | | | |
| | 1. Local Travels | OCD / CID / SSD / FAD | Shopping / NP-SVP / NP - Agency to Agency | - | - | - | - | GoP | 1,237,000.00 | 1,237,000.00 | - | Local fare of employees in attendance to meetings, seminars, conference, workshops, and others. |
| | 2. Foreign Travels | OCD / CID / SSD / FAD | Shopping / NP-SVP / NP - Agency to Agency | - | - | - | - | GoP | 500,000.00 | 500,000.00 | - | International fare of employees in attendance to meetings, seminars, conference, workshops, and others. |
| | B. TRAINING EXPENSES | OCD / CID / SSD / FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 800,000.00 | 800,000.00 | - | Attendance to seminars and workshops |
| | C. SCHOLARSHIP EXPENSES | | | | | | | | | | | |
| | 1. Insurance of the scholars for FY 2020-2021 | SSD | NP - Agency to Agency | - | - | - | - | GoP | 66,200.00 | 66,200.00 | - | 632 scholars for CY 2020-2021 |
| | 2. Books | CID | NP - SVP / Direct Contracting | - | - | - | - | GoP | 1,986,000.00 | 1,986,000.00 | - | Additional books for G12 and books for the Library |
| | 3. Uniform Allowance | SSD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 502,200.00 | 502,200.00 | - | School Uniform |
| | 4. Instructional Supplies | CID | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 1,324,000.00 | 1,324,000.00 | - | Printing of modules for distance learning |
| | 4. School Organizations | CID | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 500,000.00 | 500,000.00 | - | For expenses of various scholars organization |
| | 5. Awards | CID | NP - SVP | - | - | - | - | GoP | 500,000.00 | 500,000.00 | - | Awards during recognition, moving-up and graduation ceremony |
| | 6. Educational and Cultural Activities | CID | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 2,000,000.00 | 2,000,000.00 | - | Participation to educational and cultural activities within the PSHS System |
| | 7. Others | CID | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 1,280,000.00 | 1,280,000.00 | - | Participation to competitions and other outside activities (local and international) |
| | D. SUPPLIES AND MATERIALS | | | | | | | | | | | |
| | 1. Office Supplies, ICT Office Supplies, Other Supplies and Materials (available at Procurement Service) <i>*see Part I of the attached APP-CSE 2020 Form for the item breakdown</i> | OCD / CID / SSD / FAD | NP - Agency to Agency / NP - SVP / NP - Emergency Cases / Shopping | - | - | - | - | GoP | 800,000.00 | 800,000.00 | - | Items to be procured at DBM Procurement Service |
| | 2. Office Supplies, ICT Office Supplies, Other Supplies and Materials (not available at Procurement Service but regularly purchased from other sources) <i>*see Part II of the attached APP-CSE 2020 Form for the item breakdown</i> | OCD / CID / SSD / FAD | NP - Agency to Agency / NP - SVP / NP - Emergency Cases / Shopping | - | - | - | - | GoP | 1,400,000.00 | 1,400,000.00 | - | Items to be procured outside DBM Procurement Service |

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|------------|--|-----------------------|---|--|-----------------------------|-----------------|------------------|-----------------|------------------------|--------------|----|---|
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| | 4. Accountable Forms | FAD | NP - Agency to Agency / NP - SVP | - | - | - | - | GoP | 12,000.00 | 12,000.00 | - | For 'Cashiers Use |
| | 5. Drugs and Medicines | SSD | NP - Agency to Agency / NP - SVP / NP - Emergency Cases | - | - | - | - | GoP | 100,000.00 | 100,000.00 | - | For Clinic and Dormitory of scholars |
| | 6. Medical, Dental, and Lab Supplies | CID / SSD | NP - Agency to Agency / NP - SVP / NP - Emergency Cases | - | - | - | - | GoP | 250,000.00 | 250,000.00 | - | For Clinic and Dormitory of scholars |
| | 7. Textbooks and Instructional Supplies | CID / SSD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 200,000.00 | 200,000.00 | - | Additional books for G12 and books for the Library |
| | 8. Fuel, Oil, and Lubricants | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 400,000.00 | 400,000.00 | - | For official service vehicle (Nissan Cefiro, Van, Mini Bus, and Fortuner) |
| | 9. Other Supplies and Materials | OCD / CID / SSD / FAD | NP - Agency to Agency / NP - SVP / NP - Emergency Cases | - | - | - | - | GoP | 1,189,000.00 | 1,189,000.00 | - | Purchase of janitorial, plumbing, electrical, and other materials |
| | E. UTILITY EXPENSES | | | | | | | | | | | |
| | 1. Water | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 160,000.00 | 160,000.00 | - | Supply of Drinking water and others |
| | 2. Electricity | OCD / CID / SSD / FAD | Direct Contracting | - | - | - | - | GoP | 4,400,000.00 | 4,400,000.00 | - | MERALCO |
| | F. COMMUNICATION EXPENSES | | | | | | | | | | | |
| | 1. Postage, Deliveries, and Courier Services | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 80,000.00 | 80,000.00 | - | - |
| | 2. Mobile Expenses | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 170,000.00 | 170,000.00 | - | Communication allowance of homeroom advisers, registrar, guidance, cid chief, ssd chief, resident project engineer and fad chief, campus director |
| | 3. Landline Expenses | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 150,000.00 | 150,000.00 | - | PLDT, GLOBE |
| | 4. Internet Subscription Expenses | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 750,000.00 | 750,000.00 | - | PLDT, GLOBE |
| | 5. Cable, Satellite, Telgraph and Radio Expenses | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 10,000.00 | 10,000.00 | - | - |
| | 6. Extraordinary and Miscellaneous Expenses | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 116,000.00 | 116,000.00 | - | - |
| | G. PROFESSIONAL SERVICES | | | | | | | | | | | |
| | 1. Consultancy Services | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 30,000.00 | 30,000.00 | - | - |
| | 3. Other Professional Services | OCD / CID / SSD / FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 185,000.00 | 185,000.00 | - | Honorarium for resource speakers/lecturers in seminars and workshops |
| | H. GENERAL SERVICES | | | | | | | | | | | |
| | 1. Janitorial Services | FAD | Public Bidding | - | - | - | - | GoP | 2,100,000.00 | 2,100,000.00 | - | Outsourcing of Janitorial Services |
| | 2. Security Services | FAD | Public Bidding | - | - | - | - | GoP | 2,000,000.00 | 2,000,000.00 | - | Outsourcing of security services |
| | 2. Other General Services | FAD | Public Bidding | - | - | - | - | GoP | 6,000,000.00 | 6,000,000.00 | - | Outsourcing of multi-skilled workers and clerks |

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| | I. REPAIRS AND MAINTENANCE | | | | | | | | | | | |
| | 1. School Buildings | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 100,000.00 | 100,000.00 | - | Includes labor and materials for the repairs and maintenance of school buildings |
| | 2. Other Structures | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 100,000.00 | 100,000.00 | - | Includes labor and materials for the repairs and maintenance of other structures |
| | 3. Hostels and Dormitories | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 20,000.00 | 20,000.00 | - | Includes labor and materials for the repairs and maintenance of Dormitory Buildings for Boys and Girls |
| | 4. Other Machinery and Equipment | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 20,000.00 | 20,000.00 | - | Includes labor and materials for the repairs and maintenance of other equipment |
| | 5. Office Equipment | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 100,000.00 | 100,000.00 | - | Includes labor and materials for the repairs and maintenance of Photocopier, binding machine, Air Conditioning Units, and others |
| | 6. Furniture and Fixtures | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | - | - | - | Includes labor and materials for the repairs and maintenance of tables, chairs, and others |
| | 7. ICT Equipment | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 50,000.00 | 50,000.00 | - | Includes labor and materials for the repairs and maintenance of printers, projectors, tablets, computers, and others |
| | 8. Technical and Scientific Equipment | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 100,000.00 | 100,000.00 | - | Includes labor and materials for the repairs and maintenance of apparatus (calibration), laboratory equipment, music equipment, robotics equipment, and others |
| | 9. Motor Vehicles | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 150,000.00 | 150,000.00 | - | Includes periodic maintenance check up of service vehicles (tires, battery, change oil, general job, and others) |
| | | | | | | | | | | | | |
| | K. TAXES, INSURANCE, AND PREMIUMS | | | | | | | | | | | |
| | 1. Fidelity Bond Premium | FAD | NP - Agency to Agency | - | - | - | - | GoP | 120,000.00 | 120,000.00 | - | Fidelity bond of collecting and disbursing officers (Bureau of the Treasury) |
| | 2. Taxes, duties, and licenses | FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 20,000.00 | 20,000.00 | - | For registration of service vehicles |
| | 3. Insurance Expenses | FAD | NP - Agency to Agency / NP - SVP / Direct Contracting | - | - | - | - | GoP | 800,000.00 | 800,000.00 | - | Insurance of building and other assets |
| | | | | | | | | | | | | |
| | L. OTHER MAINTENANCE AND OPERATING EXPENSES | | | | | | | | | | | |
| | 1. Advertising Expenses | FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 50,000.00 | 50,000.00 | - | Includes advertisement of vacant positions and other important announcements |
| | 2. Transportation and Delivery Expenses | FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 10,000.00 | 10,000.00 | - | - |
| | 3. Printing and Publication Expenses | FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 80,000.00 | 80,000.00 | - | Tarpaulin printing for various activities and printing of student handbook/manuals, and annual reports |
| | 4. Representation Expenses | FAD | Shopping / NP-SVP / Direct Contracting | - | - | - | - | GoP | 100,000.00 | 100,000.00 | - | Food / meal for official meetings |

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| | 5. Rent - Motor Vehicles | FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 160,000.00 | 160,000.00 | - | For transportation of employees, scholars and visitors to seminars / trainings / workshops / competitions |
| | 6. Other MOOE | FAD | NP - SVP / Direct Contracting | - | - | - | - | GoP | 30,000.00 | 30,000.00 | - | Other operating expenses |
| | TOTAL, MOOE | | | | | | | | 33,207,400.00 | 33,207,400.00 | - | |

II. CAPITAL OUTLAY EQUIPMENT

| A.II.b.14 | A. ICT EQUIPMENT | | | | | | | | | | | |
|-----------|---|-----|--|---|---|---|---|-----|---------------------|---|---------------------|---|
| | 1. Notebook | CID | NP - Agency to Agency / Shopping / NP-SVP / Public Bidding | - | - | - | - | GoP | 840,000.00 | | 840,000.00 | For instruction |
| | 2. Personal Computer Set (System Unit, Monitor, Keyboard, Mouse, AVR) | CID | NP - Agency to Agency / Shopping / NP-SVP / Public Bidding | - | - | - | - | GoP | 440,000.00 | | 440,000.00 | For additional teachers and staff |
| | 3. Printer | CID | NP - Agency to Agency / Shopping / NP-SVP / Public Bidding | - | - | - | - | GoP | 70,000.00 | | 70,000.00 | For additional teachers and staff |
| | B. ICT SOFTWARE | | | | | | | | | | | |
| | 1. Software | CID | NP - Agency to Agency / Shopping / NP-SVP / Public Bidding | - | - | - | - | GoP | 677,000.00 | | 677,000.00 | Program and operating system for hardware |
| | TOTAL, CAPITAL OUTLAY-EQUIPMENT | | | | | | | | 2,027,000.00 | - | 2,027,000.00 | |

III. CAPITAL OUTLAY - LOCALLY FUNDED PROJECTS

INFRASTRUCTURE PROJECTS

| B.I.o | A. CONSTRUCTION OF FABRICATION LABORATORY | | | | | | | | | | | |
|-------|--|-----|--|---|---|---|---|-----|---------------|---|---------------|---|
| | 1. Design and/or Civil Works | BAC | Public Bidding | - | - | - | - | GoP | 19,600,000.00 | - | 19,600,000.00 | - |
| | 2. Engineering, Supervision, Administrative, and other Expenses | FAD | Shopping / NP-SVP / Direct Contracting / NP - Agency to Agency | - | - | - | - | GoP | 200,000.00 | - | 200,000.00 | Includes CPES, Project Engineer's Fee, Blueprinting, and other related expenses |
| | B. SITE DEVELOPMENT | | | | | | | | | | | |
| | 1. Design and/or Consultancy and Civil Works | BAC | Public Bidding | - | - | - | - | GoP | 16,660,000.00 | - | 16,660,000.00 | - |
| | 2. Engineering, Supervision, Administrative, and other Expenses | FAD | Shopping / NP-SVP / Direct Contracting / NP - Agency to Agency | - | - | - | - | GoP | 340,000.00 | - | 340,000.00 | Includes CPES, General Requirements, and Others |
| | C. IMPLEMENTATION OF K-12PROGRAM (MITHI-ICT INFRASTRUCTURE) | | | | | | | | | | | |
| | 1. Info Board | FAD | NP-SVP / Direct Contracting / Public Bidding | - | - | - | - | GoP | 700,000.00 | - | 700,000.00 | For posting of public messages, announce events or provide information for students, employees and parents |
| | 2. PABX System | FAD | NP-SVP / Direct Contracting / Public Bidding | - | - | - | - | GoP | 383,000.00 | - | 383,000.00 | To facilitate communication among employees, internally and externally using different communication channels |

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| | 3. Server | FAD | NP-SVP / Direct Contracting / Public Bidding | - | - | - | - | GoP | 400,000.00 | - | 400,000.00 | For networking requirements of MITHI Project |
| TOTAL, CAPITAL OUTLAY- PROJECTS | | | | | | | | | 38,283,000.00 | - | 38,283,000.00 | |
| TOTAL, APP FOR FY 2021 | | | | | | | | | 73,517,400.00 | 33,207,400.00 | 40,310,000.00 | |

Prepared by:


EDSEL E. ESPINO
 Administrative Officer III

Concurred by BAC Members :

For Goods:


ABIGAIL M. CAMACHO
 Chairperson


LEO R. MACALALAD
 BAC - Vice Chairperson


MYLA A. ARGENTE
 BAC Member


MABELLE V. FURTO
 BAC-Member


KRISTOFFER NOLAN C. MORADA
 BAC-Member

For Infrastructures:


MARY ANGEL L. GAVINA
 Chairperson


SARHA A. BAUTISTA
 BAC - Vice Chairperson


FRANCIS M. EMRALINO
 BAC Member


MA. THERESA P. PAGULAYAN
 BAC-Member


ERNIE V. ROA
 BAC-Member

Approved by:


JOSE M. ANDAYA, D.T.
 Director III

Certified Appropriate Funds Available :


ARNEL E. AGUILAN
 Budget Officer


CRISPINA ROWENA M. MAQUIMOT
 Accountant