



INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2022

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PIP)			Remarks (Brief description of Program/Activity/Project)
				Advert/Position of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
All.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. Stipend and Living Allowance	SSD	-	-	-	-	-	Gop	14,848,000.00	14,848,000.00	-	687 scholars for CY 2022-2023
	2. Book Allowance	CID / SSD	NP - SVP / Direct Contracting	-	-	-	-	Gop	2,061,000.00	2,061,000.00	-	Additional books for students and books for the Library
	3. Uniform Allowance	SSD	NP-SVP / Direct Contracting	-	-	-	-	Gop	490,000.00	490,000.00	-	School Uniform
	4. Transportation Allowance	CID	NP - Agency to Agency / NP-SVP / Direct Contracting	-	-	-	-	Gop	272,000.00	272,000.00	-	Transportation expenses for scholars
	5. Group Accident Insurance for the scholars of FY 2022-2023	CID	NP - Agency to Agency	-	-	-	-	Gop	68,000.00	68,000.00	-	Insurance Policy for 687 scholars
	6. Instructional Supplies	CID	NP - Agency to Agency / Shopping / NP-SVP / Direct Contracting	-	-	-	-	Gop	1,374,000.00	1,374,000.00	-	Expenses for printing of modules and other instructional items
	7. School Organizations, Awards and Others	CID	NP - Agency to Agency / Shopping / NP-SVP / Direct Contracting	-	-	-	-	Gop	4,127,000.00	4,127,000.00	-	Participation to educational and cultural activities, competitions and other outside activities (local and international), awards during recognition, moving-up and graduation ceremonies
	D. SUPPLIES AND MATERIALS											
	1. Office Supplies, ICT Office Supplies, Other Supplies and Materials (available at Procurement Service)											
		OCD / CID / SSD / FAD	NP - Agency to Agency / NP - SVP / NP - Emergency Cases / Shopping	-	-	-	-	Gop	1,126,575.00	1,126,575.00	-	Items to be procured at DBM Procurement Service
	*see Part I of the attached APP-CSE 2022 Form for the item breakdown											

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity					Source of Funds	Estimated Budget (PnP)			Remarks (brief description of Program/Activity/Project)
				Adest/Posth of IB/REI	Submission n/Opening of Bids	Notice of Award	Contract Signing	Total		MOOE	CO		
	2. Office Supplies, ICT Office Supplies, Other Supplies and Materials (not available at Procurement Service but regularly purchased from other sources) <i>*see Part I of the attached APP-CSE 2022 Form for the item breakdown</i>	OCD / CID / SSD / FAD	NP - Agency to Agency / NP - SVP / NP - Emergency Cases / Shopping	-	-	-	-	GOP	1,542,838.00	1,542,838.00	-	Items to be procured outside DBM Procurement Service	
	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 supply	
	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 Celrio, Van, Mini Bus, and Fortuner)	
	9. Other Supplies and Materials	OCD / CID / SSD / FAD	NP - Agency to Agency / NP - SVP / NP - Emergency Cases	-	-	-	-	GOP	135,587.00	135,587.00	-	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	4,000,000.00	4,000,000.00	-	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	-	Communication allowance of homeroom advisers, registrar, guidance, cid chief, ssd chief, resident project engineer and tad chief, campus director	
	2. Mobile Expenses	OCD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	GOP	170,000.00	170,000.00	-	PLDT Subscription	
	3. Landline Expenses	OCD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	GOP	150,000.00	150,000.00	-	Subscription expenses to the 2 ISPs	
	4. Internet Subscription Expenses	OCD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	GOP	750,000.00	750,000.00	-		
	5. Cable, Satellite, Telegraph 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	-	Honorarium for resource speakers/lecturers in seminars and workshops	
	3. Other Professional Services	OCD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	GOP	185,000.00	185,000.00	-		
	H. GENERAL SERVICES												
	1. Janitorial Services	FAD	Public Bidding	-	-	-	-	GOP	300,000.00	300,000.00	-	Outsourcing of Janitorial Services	

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)
				Adest/Postin g of IB/REI	Submissio n/Opening of Bids	Notice of Award	Contract Signing	Total		MOOE	CO		
2.	Security Services	FAD	Public Bidding	-	-	-	-	Gop	2,200,000.00	2,200,000.00	-	Outsourcing of security services	
2.	Other General Services	FAD	Public Bidding	-	-	-	-	Gop	8,014,000.00	8,014,000.00	-	Outsourcing of multi-skilled workers and clerks	
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	100,000.00	100,000.00	-	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	50,000.00	50,000.00	-	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	50,000.00	50,000.00	-	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	300,000.00	300,000.00	-	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	100,000.00	100,000.00	-	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	1,060,000.00	1,060,000.00	-	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	-	Tarapulin printing for various activities and printing of student handbook/manuals, and annual reports	

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)	
				Advs/Postin g of IB/REI	Submissio n/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
	4. Representation Expenses	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	Gop	100,000.00	100,000.00	-	Food / meal for official meetings	
	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								48,289,000.00	48,289,000.00			
II. CAPITAL OUTLAY EQUIPMENT													
All.b.14	A. TECHNICAL AND SCIENTIFIC EQUIPMENT												
	1. Various Technical and Scientific Equipment to be used teaching STEM subjects	CID	NP-SVP / Direct Contracting / Public Bidding	-	-	-	-	Gop	120,000.00	-	120,000.00	For instruction	
	TOTAL, CAPITAL OUTLAY-EQUIPMENT								120,000.00		120,000.00		
	TOTAL, APP FOR FY 2022								48,409,000.00	48,289,000.00	120,000.00		

Prepared by:

Edsel E. Smino
EDSEL E. SMINO
 Administrative Officer III

Concurred by BAC Members :

For Goods:

Abigail M. Orampo
ABIGAIL M. ORAMPO
 Chairperson

Leo R. Macalalad
LEO R. MACALALAD
 Vice - Chairperson

Myla A. Argente
MYLA A. ARGENTE
 Member

Mabelle V. Furto
MABELLE V. FURTO
 Member

Kristoffer Nolan C. Morada
KRISTOFFER NOLAN C. MORADA
 Member

For Infrastructures:

Mary Angel L. Gavina
MARY ANGEL L. GAVINA
 Chairperson

Sarkha A. Bautista
SARKHA A. BAUTISTA
 Vice - Chairperson

Francis M. Emralino
FRANCIS M. EMRALINO
 Member

Ma. Theresa P. Pagulayan
MA. THERESA P. PAGULAYAN
 Member

Ernie V. Roa
ERNIE V. ROA
 Member

Approved by:

Jose M. Andaya, D.T.
JOSE M. ANDAYA, D.T.
 Director III

Certified Appropriate Funds Available

Arnel E. Abula / *Crispina Rowena M. Maquimot*
ARNEL E. ABULA / **CRISPINA ROWENA M. MAQUIMOT**
 Budget Officer / Accountant