



Department of Science and Technology

**PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Sitio Sampaga West, Barangay Sampaga, Batangas City

## ANNUAL PROCUREMENT PLAN FOR FY 2021

Revised as of December 31, 2021

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Adst/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>2021 CURRENT APPROPRIATIONS</b>													
<b>I. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)</b>													
<b>A.II.a.14</b>	<b>A. TRAVEL EXPENSES (LOCAL TRAVELS)</b>												
	May include, but not limited to: 1. Employee's fare to attend meetings, seminars, Inference, workshops, and others.	OCD / CID / SSD / FAD	NO	Shopping / NP-SVP / NP - Agency to Agency	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	96,538.00	96,538.00	-	Local fare of employees in attendance to meetings, seminars, conference, workshops, and others.
	<b>B. TRAINING EXPENSES</b> May include, but not limited to: 1. May include, but not limited to: Registration fees and attendance to seminars and workshops.	OCD / CID / SSD / FAD	NO	Shopping / NP-SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	169,082.20	169,082.20	-	Attendance to seminars and workshops
	<b>C. SCHOLARSHIP EXPENSES</b> May include, but not limited to: 1. Scholars stipend, allowances, group insurance, etc. 2. Additional educational materials and resources like books, learning modules, subscription to an anti-plagiarism checker and an online library facility, Windows Server, Google Workspace, Zoom and many more. 3. Betterment of facilities and services that are being offered to the scholars like the procurement of psychological testing materials for the Guidance Counseling Unit, electronic supplies and components needed in teaching Ad Tech classes, additional student desks (tables & chairs), shoe racks, double-deck beds and foam mattresses, furniture and fixtures for the Fabrication Laboratory, etc. 4. Various educational, co- and extra curricular activities like the Community Outreach Program (grocery food packs and school supply packs, the commencement and the graduation ceremonies (medals, awards, plaques), etc. 5. Other scholarship expenses.	OCD / CID / SSD / FAD	NO	Shopping / NP-SVP / NP - Agency-to-Agency / Direct Contracting / Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	18,356,641.97	18,356,641.97	-	for the scholars of CY 2021-2022  Additional books for G12 and books for the Library  School Uniform  Printing of modules for distance learning  For expenses of various scholars organization  Awards during recognition, moving-up and graduation ceremony  Participation to educational and cultural activities within the PSHS System  Participation to competitions and other outside activities (local and international)
	<b>D. SUPPLIES AND MATERIALS</b>												
	May include, but not limited to the following: 1. Office Supplies, ICT Office Supplies, Other Supplies and Materials (available at Procurement Service)  <i>*see Part I of the attached APP-CSE 2021 Form for the item breakdown</i>	OCD / CID / SSD / FAD	NO	NP - Agency to Agency / NP - SVP / NP - Emergency Cases / Shopping	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	284,104.31	284,104.31	-	Items to be procured at DBM Procurement Service

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					Adst/Posting of IB/REI	Submission/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 II of the attached APP-CSE 2021 Form for the item breakdown</i>	OCD / CID / SSD / FAD	NO	NP - Agency to Agency / NP - SVP / NP - Emergency Cases / Shopping	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	1,400,000.00	1,400,000.00	-	Items to be procured outside DBM Procurement Service
	3. Accountable Forms	FAD	NO	NP - Agency to Agency / NP - SVP	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	12,000.00	12,000.00	-	For 'Cashiers Use
	4. Drugs and Medicines	SSD	NO	NP - Agency to Agency / NP - SVP / NP - Emergency Cases	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	100,000.00	100,000.00	-	For Clinic and Dormitory of scholars
	5. Medical, Dental, and Lab Supplies	CID / SSD	NO	NP - Agency to Agency / NP - SVP / NP - Emergency Cases	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	250,000.00	250,000.00	-	For Clinic and Dormitory of scholars
	6. Textbooks and Instructional Supplies	CID / SSD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	-	-	-	Additional books for G12 and books for the Library
	7. Fuel, Oil, and Lubricants	OCD / CID / SSD / FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	370,000.00	370,000.00	-	For official service vehicle (Nissan Cefiro, Van, Mini Bus, and Fortuner)
	8. Other Supplies and Materials	OCD / CID / SSD / FAD	NO	NP - Agency to Agency / NP - SVP / NP - Emergency Cases	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	3,049,624.90	3,049,624.90	-	Purchase of janitorial, plumbing, electrical, and other materials
	<b>E. UTILITY EXPENSES</b>												
	1. Water	OCD / CID / SSD / FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	160,000.00	160,000.00	-	Supply of Drinking water and others
	2. Electricity	OCD / CID / SSD / FAD	NO	Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	2,678,387.49	2,678,387.49	-	MERALCO
	<b>F. COMMUNICATION EXPENSES</b>												
	1. Postage, Deliveries, and Courier Services	OCD / CID / SSD / FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	80,000.00	80,000.00	-	-
	2. Mobile Expenses	OCD / CID / SSD / FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	221,743.00	221,743.00	-	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	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	33,919.89	33,919.89	-	PLDT, GLOBE
	4. Internet Subscription Expenses	OCD / CID / SSD / FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	657,567.17	657,567.17	-	PLDT, GLOBE
	5. Cable, Satellite, Telgraph and Radio Expenses	OCD / CID / SSD / FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	10,000.00	10,000.00	-	-
	6. Extraordinary and Miscellaneous Expenses	OCD / CID / SSD / FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	116,400.00	116,400.00	-	-
	<b>G. PROFESSIONAL SERVICES</b>												
	1. Legal Services	OCD / CID / SSD / FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	17,100.00	17,100.00	-	-
	2. Other Professional Services	OCD / CID / SSD / FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	356,043.05	356,043.05	-	Honorarium for resource speakers/lecturers in seminars and workshops

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<b>H. GENERAL SERVICES</b>													
	1. Security Services	FAD	YES	Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	1,930,738.26	1,930,738.26	-	Outsourcing of security services
	2. Other General Services	FAD	NO	Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	10,361,060.59	10,361,060.59	-	Outsourcing of multi-skilled workers and clerks
<b>I. REPAIRS AND MAINTENANCE</b>													
	1. School Buildings	FAD	NO	Shopping / NP-SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	199,935.00	199,935.00	-	Includes labor and materials for the repairs and maintenance of school buildings
	2. Other Structures	FAD	NO	Shopping / NP-SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	45,806.09	45,806.09	-	Includes labor and materials for the repairs and maintenance of other structures
	3. Hostels and Dormitories	FAD	NO	Shopping / NP-SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	146,770.00	146,770.00	-	Includes labor and materials for the repairs and maintenance of Dormitory Buildings for Boys and Girls
	4. Office Equipment	FAD	NO	Shopping / NP-SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	199,695.60	199,695.60	-	Includes labor and materials for the repairs and maintenance of Photocopier, binding machine, Air Conditioning Units, and others
	5. Technical and Scientific Equipment	FAD	NO	Shopping / NP-SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	297,520.00	297,520.00	-	Includes labor and materials for the repairs and maintenance of apparatus (calibration), laboratory equipment, music equipment, robotics equipment, and others
	6. Motor Vehicles	FAD	NO	Shopping / NP-SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	83,691.24	83,691.24	-	Includes periodic maintenance check up of service vehicles (tires, battery, change oil, general job, and others)
<b>K. TAXES, INSURANCE, AND PREMIUMS</b>													
	1. Fidelity Bond Premium	FAD	NO	NP - Agency to Agency	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	171,000.00	171,000.00	-	Fidelity bond of collecting and disbursing officers ( Bureau of the Treasury)
	2. Taxes, duties, and licenses	FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	14,000.00	14,000.00	-	For registration of service vehicles
	3. Insurance Expenses	FAD	NO	NP - Agency to Agency / NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	3,271,401.63	3,271,401.63	-	Insurance of building and other assets
<b>L. OTHER MAINTENANCE AND OPERATING EXPENSES</b>													
	1. Printing and Publication Expenses	FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	71,760.00	71,760.00	-	Tarpaulin printing for various activities and printing of student handbook/manuals, and annual reports
	2. Representation Expenses	FAD	NO	Shopping / NP-SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	7,956.60	7,956.60	-	Food / meal for official meetings
	3. Other MOOE	FAD	NO	NP - SVP / Direct Contracting	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	154,513.00	154,513.00	-	Other operating expenses
	<b>TOTAL, MOOE</b>									<b>45,374,999.99</b>	<b>45,374,999.99</b>	-	
										-	-	-	

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					Adst/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
<b>II. CAPITAL OUTLAY EQUIPMENT</b>														
<b>A.II.b.14</b>	<b>A. ICT EQUIPMENT</b>													
	May include, but not limited to: 1. Digital light projectors, 2. Document camera, 3. Laser Projector 4. Procurement of ICT Equipment and Peripherals	CID	NO	Shopping / NP-SVP / NP - Agency to Agency / Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	1,619,247.20	-	1,619,247.20	For instructional / operational needs of various offices / units	
	<b>B. COMPUTER SOFTWARE</b>													
	1. Software		NO	Shopping / NP-SVP / NP - Agency to Agency / Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	65,052.80	-	65,052.80	For instructional / operational needs of various offices / units	
	<b>C. TECHNICAL AND SCIENTIFIC EQUIPMENT</b>													
	May include, but not limited to: 1. Laboratory refrigerators and freezers, 2. General laboratory equipment, 3. Electronics test equipment, 4. Spray system and dust collection equipment 5. Emergency eyewash and shower, 6. Desktop-type thermal label printer with cutter and label creation software	CID	NO	Shopping / NP-SVP / NP - Agency to Agency / Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	6,195,300.00	-	6,195,300.00	For instructional / operational needs of various offices / units	
	<b>D. BOOKS OUTLAY</b>													
	May include, but not limited to: 1. Visual Atlas of Science, (18volumes) 2. Student Academic Library, (10volumes)	SSD	NO	NP - SVP	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	97,900.00	-	97,900.00	Additional reference materials for the library	
	<b>E. OFFICE EQUIPMENT</b> Appropriation came from the 2020 Continuing Budget													
	1. Airconditioning units 2. Lecterns	CID	NO	NP-SVP	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	516,000.00	-	516,000.00	To be installed in the ASTB / for ceremonial needs	
	<b>F. FURNITURE AND FIXTURE</b> Appropriation came from the 2020 Continuing Budget													
	1. Ceremonial Mace	OCD	NO	NP-SVP	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	26,000.00	-	26,000.00	For use in official ceremonies like graduation and moving up ceremonies	
	<b>G. OTHER MACHINERIES AND EQUIPMENT</b>													
	May include, but not limited to: 1. Woodcraft and metal fabrication equipment 2. Sewing equipment, 3. Air purifiers	CID / SSD	NO	Shopping / NP-SVP / NP - Agency to Agency / Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	1,049,500.00	-	1,049,500.00	For instructional / operational needs of various offices / units	
	<b>TOTAL, CAPITAL OUTLAY-EQUIPMENT</b>									<b>9,569,000.00</b>	<b>-</b>	<b>9,569,000.00</b>		
										-				

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<b>II. CAPITAL OUTLAY - LOCALLY FUNDED PROJECTS</b>														
<b>INFRASTRUCTURE PROJECTS</b>														
B.I.o	<b>A. CONSTRUCTION OF FABRICATION LABORATORY</b>													
	1. Design and/or Civil Works	BAC	NO	Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	20,000,000.00	-	20,000,000.00	-	
	<b>B. SITE DEVELOPMENT</b>													
	1. Design and/or Consultancy and Civil Works	BAC	NO	Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	17,000,000.00	-	17,000,000.00	-	
	<b>C. IMPLEMENTATION OF K-12PROGRAM (MITHI-ICT INFRASTRUCTURE)</b>													
	1. Paging System	FAD	NO	NP-SVP / Direct Contracting / Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	783,000.00	-	783,000.00	-	For posting of public messages, announce events or provide information for students, employees and parents
	2. PABX System	FAD	NO	NP-SVP / Direct Contracting / Public Bidding	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	1ST - 4TH QTR	GoP	700,000.00	-	700,000.00	-	To facilitate communication among employees, internally and externally using different communication channels
	<b>TOTAL, CAPITAL OUTLAY- PROJECTS</b>									<b>38,483,000.00</b>	<b>-</b>	<b>38,483,000.00</b>	<b>-</b>	
	<b>TOTAL, APP FOR FY 2021</b>									<b>93,426,999.99</b>	<b>45,374,999.99</b>	<b>48,052,000.00</b>	<b>-</b>	

Prepared by:

*E. Espino*  
**EDSEL E. ESPINO**  
 Administrative Officer III

Certified Appropriate Funds Available:

*A. Aguilera* / *C. Rowena M. Maquimot*  
**ARNEL E. AGUILERA** / **CRISPINA ROWENA M. MAQUIMOT**  
 Budget Officer / Accountant

Concurred by BAC Members :

For Goods:  
*A. Ocampo*  
**ABIGAIL M. OCAMPO**  
 Chairperson

*L. Macalalad*  
**LEO R. MACALALAD**  
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 Member

*K. Nolan C. Morada*  
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 Member

For Infrastructures:

*M. Angel L. Gavina*  
**MARY ANGEL L. GAVINA**  
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*S. Bautista*  
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*M. Theresa P. Pagulayan*  
**MA. THERESA P. PAGULAYAN**  
 Member

*E. V. Roa*  
**ERNIE V. ROA**  
 Member

Approved by:

*J. Andaya*  
**JOSE M. ANDAYA, D.T.**  
 Director III