

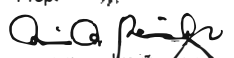
**DEPARTMENT OF EDUCATION
REGION III
DIVISION OF ZAMBALES
IBA**

SCHOOLS DIVISION OF ZAMBALES ANNUAL PROCUREMENT PLAN FOR FY 2016

| 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/Project) | | |
|--|---|---------------------------|-----------------------------------|--|------------------|--------------|-------------------|------------------|----------------|-----------|-----------------|------------------|-------------------|----------------------|-----------------|------------------------|-------|--------------|--|----|--|
| | | | | Pre-Proc Conference | Ads/Post of IAEB | Pre-bid Conf | Eligibility Check | Sub/Open of Bids | Bid Evaluation | Post Qual | Notice of Award | Contract Signing | Notice to Proceed | Delivery/ Completion | | Acceptance/ Turnover | Total | MOOE | | CO | |
| A. General Administrative & Support | | | | | | | | | | | | | | | | | | | | | |
| | Travelling Expenses (Local) | D.O. Official & Personnel | Direct payment | | | | | | | | | | | | | | MOOE | 1,280,000.00 | 1,280,000.00 | | Payment of Actual Travel |
| II | Training Expenses (with GAD) | D.O. Official & Personnel | | | | | | | | | | | | | | | MOOE | 887,000.00 | 887,000.00 | | Payment of Venue, kits supplies and registration/GAD |
| III | Office Supplies Expenses (See APP for Common Use Office Supplies) | D.O. Official & Personnel | DBM, Shopping Negotiated, Bidding | | | | | | | | | | | | | | MOOE | 1,656,000.00 | 1,656,000.00 | | Payment of various common office supplies |
| IV | Other Supplies (Printing of various forms tarpaulin, etc.) | D.O. Personnel | Shopping/ Emergency Purchase | | | | | | | | | | | | | | MOOE | 625,043.29 | 625,043.29 | | Payment of tarpauline, journals printing forms, etc |
| V | Medical, Dental & Laboratory Expenses | D.O. Personnel | Shopping/ Emergency Purchase | | | | | | | | | | | | | | MOOE | 30,000.00 | 30,000.00 | | Payment of various medical, dental supplies |
| VI | Gasoline, Oil, Lubricant Expenses | D.O. Official Vehicle | Direct Payment Emergency Purchase | | | | | | | | | | | | | | MOOE | 580,000.00 | 580,000.00 | | Payment of Gasoline oil and lubricants |
| VII | Cable, Satellites, Telegraph and Radio Expenses | D.O. Official & Personnel | Direct Payment | | | | | | | | | | | | | | MOOE | 24,000.00 | 24,000.00 | | Payment of cable, satellites, telegraph and radio expenses |
| VIII | Telephone Expenses (Landline/Mobile) | Division Office | Direct Payment | | | | | | | | | | | | | | MOOE | 456,000.00 | 456,000.00 | | Payment of Smart/Globe telephone bills, Landline |
| IX | Utilities (Electricity) | Division Office | Direct Payment | | | | | | | | | | | | | | MOOE | 864,000.00 | 864,000.00 | | Payment of Electric Bills |

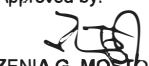
| | | | | | | | | | | | | | | | | | | | |
|-----|---|---|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|------|--------------|--------------|--------------|--|
| X | Subscription Expenses | Division Office | Direct Payment | | | | | | | | | | | | MOOE | 24,000.00 | 24,000.00 | | Payment of Subscription |
| XI | Internet Expenses | Division Office | Direct Payment | | | | | | | | | | | | MOOE | 300,000.00 | 300,000.00 | | Payment of Internet expenses |
| XII | Representation Expenses | SDS/ASDS | Direct Payment | | | | | | | | | | | | MOOE | 100,000.00 | 100,000.00 | | Payment of representation expenses |
| XII | Repair and Maintenance of Office Building | Division Office | Nego Procurement Public Bidding | | | | | | | | | | | | MOOE | 547,000.00 | 547,000.00 | | Payment of Repair Rehab of D.O.(Library, HR AdmIn/Promo Bldg., Comfort Rooms |
| XIV | Repair and Maintenance of Motor Vehicle | Division Office | Direct Payment Emergency Purchase | | | | | | | | | | | | MOOE | 450,000.00 | 450,000.00 | | Payment of Repair of DO vehicle |
| XV | Fidelity Bond Premium | D.O. Official | Direct Payment | | | | | | | | | | | | MOOE | 200,000.00 | 200,000.00 | | Payment of bond premium of concerned Official |
| XVI | Other MOOE | | | | | | | | | | | | | | | 700,000.00 | 700,000.00 | | Payment of Other MOOE |
| XVI | Janitorial, Security and General Services | | | | | | | | | | | | | | | | | | |
| | a. | Janitorial (1) 409.00/day, 9,000.00/month; 108,000.00/yr. | | | | | | | | | | | | | MOOE | 108,000.00 | 108,000.00 | | |
| | b. | Security (3) 409.00/day, 12,679.00/month; 152,148.00/yr. | | | | | | | | | | | | | MOOE | 456,444.00 | 456,444.00 | | |
| | c. | General Services (4) 409.00/day, 9,000.00/month; 108,000.00/yr. | | | | | | | | | | | | | MOOE | 432,000.00 | 432,000.00 | | |
| | B. Capital Outlay | | | | | | | | | | | | | | | | | | |
| | | Office Equipment | | | | | | | | | | | | | | | | 400,000.00 | Payment of Office Equipment |
| | | ICT Equipment | | | | | | | | | | | | | | | | 450,000.00 | Payment of ICT Equipment |
| | | Furnitures and Fixtures | | | | | | | | | | | | | | | | 150,000.00 | Payment of Furniture and Fixtures |
| | | | | | | | | | | | | | | | | 9,719,487.29 | 9,719,487.29 | 1,000,000.00 | |

| C. Support to Operation: | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---------------|---------------|--------------|--|
| 1 | In-Service Training (see year round sched) | | | | | | | | | | | | | | | | 3,324,000.00 | 3,324,000.00 | | |
| | Continuing Budget | | | | | | | | | | | | | | | | 847,172.50 | 847,172.50 | | |
| | TOTAL | | | | | | | | | | | | | | | | 13,890,659.79 | 13,890,659.79 | 1,000,000.00 | |

Prep. by:

 CONNIE A. PEÑALOSA
 Chairman-BAC Secretariat

Recommended by:

| | | | | | |
|--|---|--|--|--|---|
|  DR. MERLINA P. CRUZ Chairman-BAC |  AILYN C. EAY Member |  VIVIAN F. FARNE Member |  ELLEN A. SOL Member |  ROLANDO RACSA Member |  FELITA C. PULIDO Member |
|--|---|--|--|--|---|

Approved by:

 ZENIA G. MOSTOLES, ED., D., CESO V
 Acting Schools Division Superintendent

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**DEPARTMENT OF EDUCATION
REGION III
DIVISION OF ZAMBALES
IBA**

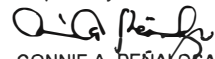
SCHOOLS DIVISION OF ZAMBALES ANNUAL PROCUREMENT PLAN FOR FY 2016

| 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/Project) | | |
|--|---|---------------------------|--------------------------------------|--|------------------|--------------|-------------------|------------------|----------------|-----------|-----------------|------------------|-------------------|----------------------|-----------------|------------------------|-------|--------------|--|----|--|
| | | | | Pre-Proc Conference | Ads/Post of I/AB | Pre-bid Conf | Eligibility Check | Sub/Open of Bids | Bid Evaluation | Post Qual | Notice of Award | Contract Signing | Notice to Proceed | Delivery/ Completion | | Acceptance/ Turnover | Total | MOOE | | CO | |
| A. General Administrative & Support | | | | | | | | | | | | | | | | | | | | | |
| I | Travelling Expenses (Local) | D.O. Official & Personnel | Direct payment | | | | | | | | | | | | | | MOOE | 1,280,000.00 | 1,280,000.00 | | Payment of Actual Travel |
| II | Training Expenses (with GAD) | D.O. Official & Personnel | | | | | | | | | | | | | | | MOOE | 887,000.00 | 887,000.00 | | Payment of Venue, kits supplies and registration/GAD |
| III | Office Supplies Expenses (See APP for Common Use Office Supplies) | D.O. Official & Personnel | DBM, Shopping Negotiated, Bidding | | | | | | | | | | | | | | MOOE | 1,656,000.00 | 1,656,000.00 | | Payment of various common office supplies |
| IV | Other Supplies (Printing of various forms tarpaulin, etc.) | D.O. Personnel | Shopping/ Emergency Purchase | | | | | | | | | | | | | | MOOE | 625,043.29 | 625,043.29 | | Payment of tarpauline, journals printing forms, etc |
| V | Medical, Dental & Laboratory Expenses | D.O. Personnel | Shopping/ Emergency Purchase | | | | | | | | | | | | | | MOOE | 30,000.00 | 30,000.00 | | Payment of various medical, dental supplies |
| VI | Gasoline, Oil, Lubricant Expenses | D.O. Official Vehicle | Direct Payment Emergency Purchase | | | | | | | | | | | | | | MOOE | 580,000.00 | 580,000.00 | | Payment of Gasoline oil and lubricants |
| II | Cable, Satellites, Telegraph and Radio Expenses | D.O. Official & Personnel | Direct Payment | | | | | | | | | | | | | | MOOE | 24,000.00 | 24,000.00 | | Payment of cable, satellites, telegraph and radio expenses |
| VIII | Telephone Expenses (Landline/Mobile) | Division Office | Direct Payment | | | | | | | | | | | | | | MOOE | 456,000.00 | 456,000.00 | | Payment of Smart/ Globe telephone bills, Landline |
| IX | Utilities (Electricity) | Division Office | Direct Payment | | | | | | | | | | | | | | MOOE | 864,000.00 | 864,000.00 | | Payment of Electric Bills |

| | | | | | | | | | | | | | | | | | | | |
|-----|--|-----------------|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|------|--------------|--------------|--------------|---|
| X | Subscription Expenses | Division Office | Direct Payment | | | | | | | | | | | | MOOE | 24,000.00 | 24,000.00 | | Payment of Subscription |
| XI | Internet Expenses | Division Office | Direct Payment | | | | | | | | | | | | MOOE | 300,000.00 | 300,000.00 | | Payment of Internet expenses |
| XII | Representation Expenses | SDS/ASDS | Direct Payment | | | | | | | | | | | | MOOE | 100,000.00 | 100,000.00 | | Payment of representation expenses |
| XII | Repair and Maintenance of Office Building | Division Office | Nego Procurement Public Bidding | | | | | | | | | | | | MOOE | 547,000.00 | 547,000.00 | | Payment of Repair Rehab of D.O(Library, HR Admin/Promo Bldg., Comfort Rooms |
| XIV | Repair and Maintenance of Motor Vehicle | Division Office | Direct Payment Emergency Purchase | | | | | | | | | | | | MOOE | 450,000.00 | 450,000.00 | | Payment of Repair of DO vehicle |
| XV | Fidelity Bond Premium | D.O. Official | Direct Payment | | | | | | | | | | | | MOOE | 200,000.00 | 200,000.00 | | Payment of bond premium of concerned Official |
| XVI | Other MOOE | | | | | | | | | | | | | | | 700,000.00 | 700,000.00 | | Payment of Other MOOE |
| | XVI. Janitorial, Security and General Services | | | | | | | | | | | | | | | | | | |
| | a. Janitorial (1) 409.00/day, 9,000.00/month; 108,000.00/yr. | | | | | | | | | | | | | | MOOE | 108,000.00 | 108,000.00 | | |
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| | c. General Services (4) 409.00/day, 9,000.00/month; 108,000.00/yr. | | | | | | | | | | | | | | MOOE | 432,000.00 | 432,000.00 | | |
| | B. Capital Outlay | | | | | | | | | | | | | | | | | | |
| | Office Equipment | | | | | | | | | | | | | | | | | 400,000.00 | Payment of Office Equipment |
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| | | | | | | | | | | | | | | | | 9,719,487.29 | 9,719,487.29 | 1,000,000.00 | |

| C. Support to Operation: | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---------------|---------------|--------------|--|
| 1 | In-Service Training (see year round sched) | | | | | | | | | | | | | | | 3,324,000.00 | 3,324,000.00 | | |
| | Continuing Budget | | | | | | | | | | | | | | | 847,172.50 | 847,172.50 | | |
| | TOTAL | | | | | | | | | | | | | | | 13,890,659.79 | 13,890,659.79 | 1,000,000.00 | |


Prepared by:


 CONNIE A. PEÑALOSA
 Chairman-BAC Secretariat

Recommended by:


 DR. MERLINA P. CRUZ
 Chairman-BAC


 AILYN G. EAY
 Member


 VIVIAN F. FARNE
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Approved by:


 ZENIA G. MOSTOLES, ED., D., CESO V
 Acting Schools Division Superintendent