

(Department of Education - Division of Malolos City) Annual Procurement Plan for FY 2021

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	
INSET	Upskilling of EPSs and PSDSs on Instructional Supervision and Leadership	CID	NO	NP-53.9 - Small Value Procurement	2/10/2021	N/A	2/15/2021	2/16/2021	GoP	82,500.00	82,500.00		Equipping and empowering the EPS and PSDSs through training that is aligned with the goals of instructional competence
INSET	Personnel Advancement Program cum DMEA	CID	NO	NP-53.9 - Small Value Procurement	2/10/2021	N/A	2/15/2021	2/16/2021	GoP	90,000.00	90,000.00		Improvement, engagement and productivity of every member of the CID. Aims to focus on improving the work performance.
INSET	Upskilling of School Heads on Instructional Supervision	CID	NO	NP-53.9 - Small Value Procurement	CY 2021	N/A	CY 2021	CY 2021	GoP	68,400.00	68,400.00		Upskilling of School Heads on Instructional Supervision
INSET	ALS Awareness Program	CID	NO	Shopping	Mar-21	N/A	Mar-21	Mar-21	GoP	10,000.00	10,000.00		ALS Awareness Program
INSET	ICT Seminar on MS Office 365 and other online platforms	SGOD	NO	Shopping	2/10/2021	N/A	2/15/2021	2/16/2021	GoP	21,000.00	21,000.00		Maximize the utilization of Microsoft Office 365 and Google Suite platforms in the conduct of PPAs
GASS	Revitalizing the Implementation of Induction Program	SGOD	NO	Shopping	CY 2021	N/A	CY 2021	CY 2021	GoP	33,500.00	33,500.00		Revitalizing the Implementation of Induction Program
INSET	Service Orientation Seminar / CSC Guidelines	SGOD	NO	Shopping	Mar-21	N/A	Mar-21	Mar-21	GoP	42,000.00	42,000.00		Service Orientation Seminar / CSC Guidelines
INSET	FGD-RPMS Performance - Mid Year Review and Coaching	SGOD	NO	Shopping	Dec-21	N/A	Dec-21	Dec-21	GoP	40,000.00	40,000.00		FGD-RPMS Performance - Mid Year Review and Coaching
INSET	Mental Health and Psychosocial Seminar	SGOD	NO	Shopping	Jun-21	N/A	Jun-21	Jun-21	GoP	31,000.00	31,000.00		Mental Health and Psychosocial Seminar
INSET	Performance Management Program Cum Presentation of PPAs and Addressing Gaps and Issues	SGOD	NO	NP-53.9 - Small Value Procurement	Oct-21	N/A	Oct-21	Oct-21	GoP	93,800.00	93,800.00		Target Setting and Commitment Workshop
GASS	Planning Conference with Activity	SGOD	NO	Shopping	Oct-21	N/A	Oct-21	Oct-21	GoP	30,000.00	30,000.00		Planning Conference of SGOD Personnel
GASS	Reskilling of School Heads and SDO Personnel on Results-Based Performance Management System (RPMS) for Adaptability in the New Normal and Beyond	SGOD	NO	NP-53.9 - Small Value Procurement	CY 2021	N/A	CY 2021	CY 2021	GoP	112,500.00	112,500.00		Reskilling of School Heads and SDO Personnel on Results-Based Performance Management System (RPMS) for Adaptability in the New Normal and Beyond
INSET	Enhancement Seminar/Orientation for Admin Personnel	Admin Services	NO	Shopping	CY 2021	N/A	CY 2021	CY 2021	GoP	45,000.00	45,000.00		Enhancement Seminar/Orientation for Admin Personnel
INSET	Benchmarking Activity on Administrative Processes	Admin Services	NO	NP-53.9 - Small Value Procurement	CY 2021	N/A	CY 2021	CY 2021	GoP	95,000.00	95,000.00		Benchmarking Activity on Administrative Processes
INSET	Seminar on Public Service: Ethics and Accountability	Legal Services	NO	Shopping	3/1/2021	N/A	3/8/2021	CY 2021	GoP	50,000.00	50,000.00		Ensure that the employees of SDO Malolos are apprised of their legal and moral obligations as public servant
INSET	ICT Capacity Building of SDO Personnel	ICT Services	NO	Shopping	3/1/2021	N/A	3/4/2021	CY 2021	GoP	22,200.00	22,200.00		Provide updates on the use of Google Workplace and Microsoft Office 365
INSET	ICT Capacity Building of School Heads and Assistant Principals	ICT Services	NO	Shopping	3/14/2021	N/A	3/17/2021	CY 2021	GoP	12,000.00	12,000.00		ICT Capacity Building of School Heads and Assistant Principals

INSET	ICT Capacity Building of School ICT Coordinators	ICT Services	NO	Shopping	Jul-21	N/A	Jul-21	Jul-21	GoP	15,800.00	15,800.00		ICT Capacity Building of School ICT Coordinators
INSET	ACCOUNTsultation: A Regular Monthly Consultation and Presentation on the Alignment of Tasks, Updates, and Monthly Reports and Forecasts of Accounting Personnel	Accounting Section	YES	NP-53.9 - Small Value Procurement	23-Jan-20	N/A	27-Jan-20	27-Jan-20	GoP	120,000.00	120,000.00		ACCOUNTsultation: A Regular Monthly Consultation and Presentation on the Alignment of Tasks, Updates, and Monthly Reports and Forecasts of Accounting Personnel
INSET	Benchmarking Activity on Accounting Processes	Accounting Section	NO	NP-53.9 - Small Value Procurement	CY 2021	N/A	CY 2021	CY 2021	GoP	90,000.00	90,000.00		Benchmarking Activity on Accounting Processes
INSET	Orientation and Training of Newly-Hired ADAS I	Budget Section	NO	Shopping	1/26/2021	N/A	1/29/2021	2/1/2021	GoP	23,010.00	23,010.00		Equip the newly-hired staff with skills and knowledge necessary to his functions
INSET	Workshop on the Preparation and Consolidation of Mid-Year BFARs	Budget Section	NO	Shopping	Jul-21	N/A	Jul-21	Jul-21	GoP	25,645.00	25,645.00		Workshop on the Preparation and Consolidation of Mid-Year BFARs
INSET	Workshop on the Preparation and Consolidation of Year-End BFARs	Budget Section	NO	Shopping	Dec-21	N/A	Dec-21	Dec-21	GoP	25,645.00	25,645.00		Workshop on the Preparation and Consolidation of Year-End BFARs
INSET	Seminar-Workshop on Reskilling of School Heads on Procurement	ASDS	NO	NP-53.9 - Small Value Procurement	CY 2021	N/A	CY 2021	CY 2021	GoP	34,500.00	34,500.00		Seminar-Workshop on Reskilling of School Heads on Procurement
INSET	Seminar Workshop on Upskilling of Program on PRAISE Committee and Program Planning	ASDS	NO	NP-53.9 - Small Value Procurement	1/26/2021	N/A	1/29/2021	2/1/2021	GoP	7,300.00	7,300.00		Seminar Workshop on Upskilling of Program on PRAISE Committee and Program Planning
INSET	Webinar on Instructional Leadership for Prospective School Heads	ASDS	NO	Shopping	CY 2021	N/A	CY 2021	CY 2021	GoP	39,150.00	39,150.00		Webinar on Instructional Leadership for Prospective School Heads
INSET	Regular BAC Focus Group Discussion	ASDS	YES	NP-53.9 - Small Value Procurement	2/10/2021	N/A	2/15/2021	2/16/2021	GoP	103,200.00	103,200.00		Regular BAC Focus Group Discussion
										1,363,150.00	1,363,150.00		
384	Provision of EPP, TLE, & Senior High School Learning Resources for Quarters 3 & 4 of SYS 2020-2021	CID	NO	Competitive Bidding	5-Mar-21	25-Mar-21	29-Mar-21	30-Mar-21	GoP	3,532,037.00	3,532,037.00		For the printing of modules for Grade 4-10 and SHS
384	Provision of Learning Resources for Kinder to Grade 3 Learners for the 3rd & 4th Quarters Requirements for SY 2020-2021	CID	NO	Competitive Bidding	5-Mar-21	25-Mar-21	29-Mar-21	30-Mar-21	GoP	2,949,235.71	2,949,235.71		For the printing of modules for Kinder to Grade 3
100	Assessments of Documents and Systems for Quality Management System (QMS)	CID	YES	NP-53.9 - Small Value Procurement	2/3/2021	N/A	2/8/2021	2/9/2021	GoP	174,790.00	174,790.00		QMS-related activities shall be done to sustain the provision of quality, safety, and efficient services and system aligned to ISO 9001:2015
100	Quarterly MRC Performance Feedbacking	CID	YES	NP-53.9 - Small Value Procurement	2/15/2021	N/A	2/18/2021	2/19/2021	GoP	48,000.00	48,000.00		QMS-related activities shall be done to sustain the provision of quality, safety, and efficient services and system aligned to ISO 9001:2015
100	Quarterly CIG Performance Feedbacking and Action Planning	CID	YES	NP-53.9 - Small Value Procurement	2/15/2021	N/A	2/18/2021	2/19/2021	GoP	41,600.00	41,600.00		QMS-related activities shall be done to sustain the provision of quality, safety, and efficient services and system aligned to ISO 9001:2015

100	Focus Group Discussion of IQA	SGOD	YES	Shopping	2/4/2021	N/A	2/8/2021	2/8/2021	GoP	11,250.00	11,250.00		QMS-related activities shall be done to sustain the provision of quality, safety, and efficient services and system aligned to ISO 9001:2015
100	Conduct of IQA Activities	SGOD	YES	NP-53.9 - Small Value Procurement	2/9/2021	N/A	2/15/2021	2/16/2021	GoP	95,710.00	95,710.00		QMS-related activities shall be done to sustain the provision of quality, safety, and efficient services and system aligned to ISO 9001:2015
384	Provision of Learning Resources for Arts, Physical Education, AP, ESP, and Music for Quarter 3 of 2020-2021	CID	NO	NP-53.2 Emergency Cases	3/26/2021	3/29/2021			GoP	1,054,127.00	1,054,127.00		For printing of modules for Arts, PE, EsP, AP, etc. for SY 2020-2021
									SUB-TOTAL	9,269,899.71	9,269,899.71		
MOOE	Wages of Contractuals (Legal Assistant)	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	96,000.00	96,000.00		Wages of Contractuals (Legal Assistant)
MOOE	Fidelity Bond Premiums	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	30,000.00	30,000.00		Fidelity Bond Premiums
MOOE	Web Hosting	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	25,000.00	25,000.00		Web Hosting
MOOE	Drinking Water	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	16,500.00	16,500.00		Drinking Water
MOOE	PRAISE Incentives	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	12,000.00	12,000.00		PRAISE Incentives
MOOE	Water	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	15,400.00	15,400.00		Water
MOOE	Electricity	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	600,000.00	600,000.00		Electricity
MOOE	Other MOOE	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	177,823.20	177,823.20		Other MOOE
MOOE	Internet Subscription	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	396,256.80	396,256.80		Internet Subscription
MOOE	Senior Citizen and PWD	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	59,070.00	59,070.00		Senior Citizen and PWD
MOOE	GAD	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	295,350.00	295,350.00		GAD
MOOE	Repair and Maintenance-ICT Equipment	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	100,000.00	100,000.00		Repair and Maintenance-ICT Equipment
MOOE	Repair and Maintenance-Office Equipment	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	125,800.00	125,800.00		Repair and Maintenance-Office Equipment
MOOE	Repair and Maintenance-Motor Vehicles	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	120,000.00	120,000.00		Repair and Maintenance-Motor Vehicles
MOOE	Repair and Maintenance-Building	Division Office	NO	Direct Contracting	N/A	N/A	CY 2021	CY 2021	GoP	240,000.00	240,000.00		Repair and Maintenance-Building
									SUB-TOTAL	2,309,200.00	2,309,200.00		
									GRAND TOTAL	11,579,099.71	11,579,099.71		

**As of March 28, 2021

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