

**Department of Education  
SDO-MARIKINA CITY  
Shoe Avenue, Sta. Elena, Marikina City  
SUMMARY OF ANNUAL PROCUREMENT PLAN FOR FY 2021**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement			Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/ Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award		Contract Signing	Total	MOOE	
50-2030-1000	Common Office Supplies & Equipment										
	a. Available at PS		NP-53.5 Agency-to-Agency	quarterly	quarterly	quarterly	Gop	2,500,000.00	1,499,992.03		
	b. Not Available at PS		Shopping	quarterly	quarterly	quarterly	Gop		1,000,007.97		
50204010/020	UTILITIES										
	a. Water Expenses						Gop	1,349,400.00	130,000.00		
	b. Electricity Expenses								617,400.00		
	c. Telephone										
	i. Mobile								320,000.00		
	ii. Landline								82,000.00		
	d. Internet Expenses								200,000.00		
50-2136-4000	REPAIR/MAINTENANCE/ SERVICES										
	a. Building		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop	570,000.00	500,000.00		
	b. Office Equipment								50,000.00		
	c. Other (Motor Vehicle)								20,000.00		
50-2020-1000	Trainings inclusive of PRAISE GAD										
	OTHER EXPENSES										
50-3039-9000	Traveling Expenses (Local)/ Training Semi Expendable Equipment/Furniture Other General Services Fidelity Bond	Division Office									
	Drugs and Medicines Expenses		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop	2,141,755.00	100,000.00		
	Medical, Dental and Laboratory Expenses		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		420,000.00		
	Printing and Publication Expenses		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		510,000.00		
	Representation Expenses		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		25,500.00		
	Accountable Forms		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		50,000.00		
	Food Supplies Expenses		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		20,000.00		
	Postage and Courier Services		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		364,255.00		
	Insurance Expenses		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		50,000.00		
	Advertising Expenses		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		10,000.00		
	Legal Services		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		10,000.00		
	Fuel, Oil and Lubricants		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		450,000.00		
	Transportation and Delivery Expenses		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop		10,000.00		
	TOTAL MOOE										
	IN-SERVICE TRAININGS										
50-2020-1000	GRAND TOTAL		NP-53.9 - Small Value Procurement	quarterly	quarterly	quarterly	Gop	9,298,000.00	7,819,000.00		

Prepared by:  **LEILANI N. VILLANUEVA**  
EPS/ Division BAC Secretariat

Certified Funds Available:  **IVY R. PUALLO**  
OIC-ADAS III, Accounting Unit

Recommending Approval:  **ELISA O. CERVEZA**  
OIC-ASDS/ Division BAC Chairperson

Approved:  **SHERYLL T. GAYOLA**  
OIC, Schools Division Superintendent



**Department of Education**  
**SDO-MARKINA CITY**  
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**DIVISION TRAININGS UNDER THE INSET FUND 2021**

No.	Programs/ Projects/ Activities	Proponent / End-User	Mode of Procurement	Schedule for Each Procurement Activity					Timeline	Budget	Source of Fund
				Advertisement/Posting of IBREI	Submission/Opening of Bids	Notice of Award	Contract Signing				
1	(LAC) Learning Action Call on ELLN (Early Language Literacy and Numeracy)	Ms. Leah De Leon-Kindergarten EPS/CID	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/1/2021	2/8/2021	January 2021 March May	P 29,700.00	Inset	
2	Phase 3 of Action Research Development for Guidance Teachers/ Counselors (Training-Workshop on Publication and Research Dissemination)	Ms. Lailani Villanueva - ESP/ Guidance EPS/CID	NP-53.9 - Small Value Procurement	3/8/2021	3/12/2021	3/17/2021	3/24/2021	April, 2020	P 53,550.00	Inset	
3	Development and Quality Assurance of Project LIGHT e-Modules in Edukasyon sa Pagpapakitao	Ms. Lailani Villanueva - ESP/ Guidance EPS/CID	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/1/2021	2/8/2021	February , 2021 March	P 27,750.00	Inset	
4	Enhanced Electronic Remedial Reading - PLUS	Ms. Janet Cajuguiran English EPS/CID	NP-53.9 - Small Value Procurement	6/7/2021	6/11/2021	6/16/2021	6/23/2021	August, September 2021	P 71,000.00	Inset	
5	ALS Learners Congress & Workshop on The Development of Assessment Materials	Ms. Veronica Cena EPS II ALS Coordinator	NP-53.9 - Small Value Procurement	9/8/2021	9/13/2021	9/20/2021	9/27/2021	October, November 2021	P 10,000.00	Inset	
6	MUSIC – Mastering and Understanding Skills In Coaching / Teaching Music	Ms. Jovita Consoresia Mani EPS-Music	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/1/2021	2/8/2021	March and May 2021	P 166,750.00	Inset	
7	Reader Akoi Program : #SaMarkinalAlahBumabasa	Ms. Janet Cajuguiran English EPS Ms. Colocoo Albuera Ms. Ramia Ricabar PSDS	NP-53.9 - Small Value Procurement	3/8/2021	3/12/2021	3/17/2021	3/24/2021	Apr-21	P 30,350.00	Inset	
8	Project ASSIST	Ms. Ramia Ricabar PSDS	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/1/2021	2/8/2021	February ,2021	P 42,600.00	Inset	
9	School-Based Management "LEAP to Advance" Program	Ms. Elisa O. Cervera CID-Chief Education	NP-53.9 - Small Value Procurement	6/7/2021	6/11/2021	6/16/2021	6/23/2021	July, 2021	P 91,400.00	Inset	
10	Project InSPIRE V.2 (Instructional Supervision Practices to Improve Resource Engagement)	Ms. Elisa O. Cervera CID-Chief Education Supervisor OIC-ASDS	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/1/2021	2/8/2021	Year Round	P 83,700.00	Inset	
11	SDO Project UPGRADE (Unified Protocols as Guide for Responsible Actions and Direction for Employees)	Ms. Elisa O. Cervera CID-Chief Education Supervisor OIC-ASDS	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/1/2021	2/8/2021	February 2021 July 2021	P 56,700.00	Inset	
12	SDO-PRIME (SDO – Program for Research Institutionalization in Managing Education)	Ms. Elisa O. Cervera CID-Chief Education Supervisor	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/1/2021	2/8/2021	February ,2021	P 11,700.00	Inset	
13	Project IMProVE (Integrating Mechanism on Procurement Validation Enhancement)	Ms. Elisa O. Cervera CID-Chief Education Supervisor	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/1/2021	2/8/2021	February, May 2021	P 36,825.00	Inset	
14	SciStory eBook in Science (Reading: In the Context of Science for Grades 4-6 Learners)	Ms. Jessica Mateo EPS-Science	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/1/2021	2/8/2021	February, March and April, 2021	P 79,800.00	Inset	



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				Advertisement/Posting of IBREI	Submission/Opening of Bids	Notice of Award	Contract Signing				
15	Orientation/Re-orientation on SPED Programs Implementation	Ms. Zenaida Munar PSDS	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/11/2021	2/8/2021	February, 2021	P 29,700.00	Inset	
16	Intensified Student Learning Assessment Teachers Assessment Skills	Mr. Dominador Villafra EPS Math	NP-53.9 - Small Value Procurement	3/8/2021	3/12/2021	3/17/2021	3/24/2021	May, 2021	P 26,400.00	Inset	
17	Project SPEAR (Sustainable Program For Electronically Accessible Resources)	Ms. Ivy Gamalero EPS-LR	NP-53.9 - Small Value Procurement	3/8/2021	3/12/2021	3/17/2021	3/24/2021	April, 2021	P 19,200.00	Inset	
18	Eat Healthy, Eat Safely and be Happy Seminar	Ms. Marielle Aguirre Health and Nutrition	NP-53.9 - Small Value Procurement	3/8/2021	3/12/2021	3/17/2021	3/24/2021	April, 2021	P 23,000.00	Inset	
19	CY 2021 Division Program Implementation Review and Year-End Assessment	Ms. Doris R. Jasmine SM&ME SEPS	NP-53.9 - Small Value Procurement	9/8/2021	9/13/2021	9/20/2021	9/27/2021	Dec-21	P 467,200.00	Inset	
20	Webinar-Workshop on Advocacy Development in Distance Education	Ms. Elisha Mazon Youth Formation	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/11/2021	2/8/2021	January, 2021	P 4,300.00	Inset	
21	Teacher Adviser Development Program Leadership Advocacies	Ms. Elisha Mazon Youth Formation	NP-53.9 - Small Value Procurement	9/8/2021	9/13/2021	9/20/2021	9/27/2021	November, 2021	P 41,125.00	Inset	
22	Youth Sustainable Environment	Ms. Elisha Mazon Youth Formation	NP-53.9 - Small Value Procurement	9/8/2021	9/13/2021	9/20/2021	9/27/2021	November, 2021	P 27,825.00	Inset	
23	Workshop (F2F) on Complaint Management Protocols and Interface Mechanism in the School Level (Drafting Phase)	Atty. Caesar Augustos Cebujano Legal Unit	NP-53.9 - Small Value Procurement	6/7/2021	6/11/2021	6/16/2021	6/23/2021	July, 2021	P 43,750.00	Inset	
24	DTS in the New Normal for SDO Personnel	Mr. Bienvenido Contapay-Records Unit	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/11/2021	2/8/2021	January	P 2,275.00	Inset	
25	DTS in the New Normal for School Personnel	Mr. Bienvenido Contapay-Records Unit	NP-53.9 - Small Value Procurement	1/25/2021	1/29/2021	2/11/2021	2/8/2021	February, 2021	P 2,400.00	Inset	
<b>Grand Total</b>									<b>1,479,000</b>		