

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)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020401000	1. WATER EXPENSES											
	9.1 Diosdado Macapagal Government Center Duty	CHED	Agency to Agency	within the calendar year 2021				GAA	12,000.00	12,000.00		
	10. SECURITY AND JANITORIAL SERVICES											
5021203000	10.1 24/7 Security Services	CHED	Small Value Procurement	within the calendar year 2021				GAA	732,000.00	732,000.00		
5021202100	10.2 Janitorial Services	CHED	Small Value Procurement	within the calendar year 2021				GAA	34,000.00	34,000.00		
50201010	11. TRAVELLING EXPENSES - LOCAL											
	11.1 Monitoring & Evaluation	CHED	Small Value Procurement	within the calendar year 2021				GAA	200,000.00	479,000.00		
	11.2 Validation	CHED	Small Value Procurement	within the calendar year 2021				GAA	200,000.00			
	11.3 Attendance to Trainings & Seminars	CHED	Small Value Procurement	within the calendar year 2021				GAA	50,000.00			
	11.4 Vehicle Rental	CHED	Small Value Procurement	within the calendar year 2021				GAA	29,000.00			
502 0201000	12. TRAINING EXPENSES											
	12.1 Attendance to Trainings & Seminars	CHED	Small Value Procurement	within the calendar year 2021				GAA	50,000.00	50,000.00		
	13. FIDELITY BOND PREMIUMS											
	13.1 Bureau of Treasury Bond	CHED	Agency to Agency	within the calendar year 2021				GAA	60,000.00	60,000.00		

502 1503000	14. INSURANCE EXPENSES											
	14.1 Comprehensive Insurance for Motor Vehicles	CHED	Agency to Agency	within the calendar year 2021				GAA	10,000.00	115,000.00		
	14.1 Comprehensive Insurance for CHEDRO III Building	CHED	Agency to Agency	within the calendar year 2021				GAA	105,000.00			
	15. ADVERTISING EXPENSES											
	15.1 Publication of Vacant Positions in the Local Newspaper	CHED	Small Value Procurement	within the calendar year 2021				GAA	5,000.00	5,000.00		
502 9901000	16. PRINTING AND PUBLICATION EXPENSES											
	16.1 CHEDRO III Bulletin	CHED	Small Value Procurement	within the calendar year 2021				GAA	36,000.00	48,000.00		
	16.2 Printing of Tarpaulins	CHED	Small Value Procurement	within the calendar year 2021				GAA	12,000.00			
502 9903000	17. REPRESENTATION EXPENSES											
	17.1 Coordination Meetings	CHED	Small Value Procurement	within the calendar year 2021				GAA	10,000.00	50,000.00		
	17.2 Strategic Planning	CHED	Small Value Procurement	within the calendar year 2021				GAA	20,000.00			
	17.3 Year-End Assessment	CHED	Small Value Procurement	within the calendar year 2021				GAA	20,000.00			
	18. RENTS - EQUIPMENT											
	18.1 Photocopier	CHED	Small Value Procurement	within the calendar year 2021				GAA	5,000.00	5,000.00		
	19. EXTRAORDINARY AND MISCELLANEOUS EXPENSES	CHED	Small Value Procurement	within the calendar year 2021				GAA	110,000.00	110,000.00		

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5020401000	1. WATER EXPENSES											
	20. LEGAL SERVICES	CHED	Small Value Procurement	within the calendar year 2021				GAA	5,000.00	5,000.00		
	21. AUDITING SERVICES	CHED	Small Value Procurement	within the calendar year 2021				GAA	5,000.00	5,000.00		
	22. OTHER PROFESSIONAL SERVICES											
	22.1 RQAT Members	CHED	Small Value Procurement	within the calendar year 2021				GAA	230,000.00	250,000.00		
	22.2 Carpenter/Plumber	CHED	Small Value Procurement	within the calendar year 2021				GAA	20,000.00			
	23. MEMBERSHIP DUES AND CONTRIBUTIONS TO ORGANIZATIONS											
	23.1 Professional Organizations	CHED	Small Value Procurement	within the calendar year 2021				GAA	33,000.00	33,000.00		

502 9907099	24. OTHER SUBSCRIPTION EXPENSES											
	24.1 Zoom	CHED	Direct Contracting	within the calendar year 2021				GAA	15,000.00	20,000.00		
	24.2 Newspaper Subscription	CHED	Small Value Procurement	within the calendar year 2021				GAA	5,000.00			
	25. ACCOUNTABLE FORMS											
	25.1 Security Papers	CHED	Agency to Agency	within the calendar year 2021				GAA	105,000.00	195,000.00		
	26.2 Official Receipts	CHED	Agency to Agency	within the calendar year 2021				GAA	90,000.00			
	26. DRUGS AND MEDICINES EXPENSES											
	26.1 First Aid Kits	CHED	Small Value Procurement	within the calendar year 2021				GAA	3,000.00	5,000.00		
	26.2 Commonly-Used Medicines	CHED	Small Value Procurement	within the calendar year 2021				GAA	2,000.00			
	27. BUILDINGS											
	27.1 Repair & Maintenance	CHED	Small Value Procurement	within the calendar year 2021				GAA	35,000.00	35,000.00		
	TOTAL								3,293,000.00	3,293,000.00		

We hereby warrant that the total amount reflected in this Annual Office Supplies/Equipment Procurement Plan to procure the listed supplies/equipment has been included in or is within our approved budget for the year.

Prepared by:


MARICAR S. REYES
 Administrative Officer III

Reviewed by:


EDEN D.L. CAPATI
 Chief Administrative Officer

Approved by:


MARIA TERESITA MACANAS SEMANA, PhD, CESO IV
 Officer-in-Charge, Office of the Director IV