

ANNUAL PROCUREMENT PLAN
For Calendar Year 2023

Name of Local Government Unit: **DEPARTMENT OF EDUCATION, SCHOOLS DIVISION OF PALAWAN**

Plan Control No.:


Department/Office: **Division Office**

PLANNED AMOUNT


Item No.	Item Description/Specifications	Unit Price	Total Quantity	Unit	Total Amount	Regular	Contingency	Total	Date Submitted				
						DISTRIBUTION BY QUARTER							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
REPAIR & MAINTENANCE													
	Repair & Maintenance - Motor Vehicle				230,000.00								
	Toyota Grandia						25,000.00		30,000.00		25,000.00	30,000.00	
	Toyota Hi-Ace						10,000.00		15,000.00		10,000.00	15,000.00	
	Mitsubishi Strada						15,000.00		20,000.00		15,000.00	20,000.00	
	Repair & Maintenance of Office Equipment				530,000.00		132,500.00		132,500.00		132,500.00	132,500.00	
	Repair & Maintenance of Photocopying Machines		7	units									
	Repair & Maintenance (Airconditioning Units)												
	Split Type Aircon		19	units									
	Window Type Aircon		1	units									
	Floor Mounted Type Aircon		4	units									
	Refilling, Recharging, Repainting of Fire Extinguishers				25,000.00								
	Repair & Maintenance of ICT Equipment				491,000.00				245,500.00			245,500.00	
	Laptop and Desktop		84	units									
	Schools Division Website Maintenance		6	units									
	Repair & Maintenance - Building				353,000.00				176,500.00			176,500.00	
SUPPLIES & MATERIALS EXPENSES													
	ICT Office Supplies				875,000.00		218,750.00		218,750.00		218,750.00	218,750.00	
	Fuel, Oil and Lubricants				485,000.00		121,250.00		121,250.00		121,250.00	121,250.00	
	Other Supplies and Materials Expenses				1,881,000.00		470,250.00		470,250.00		470,250.00	470,250.00	
UTLITY EXPENSES													
	Water Expenses				28,000.00		7,000.00		7,000.00		7,000.00	7,000.00	
	Electricity Expenses				140,000.00		35,000.00		35,000.00		35,000.00	35,000.00	
GENERAL SERVICES													
	Security Services				555,000.00		138,750.00		138,750.00		138,750.00	138,750.00	
	Salary of Four (4) Security Guards in the DepEd Palawan, Division Office	10,000.00	4	pax	40,000.00								
	Transportation and Delivery Expenses				236,000.00		59,000.00		59,000.00		59,000.00	59,000.00	
	Total				5,568,000.00								

This is to certify that the above procurement plans is in accordance with the objectives of this Office


Prepared by:


DOROTHY C. DELLOSA
Administrative Officer IV- Supply

Certified Funds Available / Certified Appropriate Funds Available:


CHITA D. UMALI / LUZVIMINDA V. FLORES
Accountant / Budget Officer

Approved by:


ROGER F. CAPA, CEÑO VI
Schools Division Superintendent