

(Commission on Higher Education RO-IX) Annual Procurement Plan Non CSE for FY 2024

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	
-	Supplies Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Office Supplies	Admin and Technical Division	NO	NP-53.5 Agency-to-A	1st Qtr / 3rd Qtr	1st Qtr / 3rd Qtr	1st Qtr / 3rd Qtr	1st Qtr / 3rd Qtr	GoP	330,007.89	330,007.89	0	Please refer to APP CSE 2024 available at PS DBM and other items
-	Accountable Forms	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Official Receipt	Admin Division	NO	NP-53.5 Agency-to-A	As the need arises	As the need arises	As the need arises	As the need arises	GoP	20,000.00	20,000.00	0	Procurement of Official Receipts for use in Cashier Unit
26 004 0300009	b. Check booklet	Admin Division	NO	NP-53.5 Agency-to-A	As the need arises	As the need arises	As the need arises	As the need arises	GoP	30,000.00	30,000.00	0	Procurement of Check Booklets for use in Cashier Unit
26 004 0300009	c. Security Papers	Admin Division	NO	NP-53.5 Agency-to-A	As the need arises	As the need arises	As the need arises	As the need arises	GoP	50,000.00	50,000.00	0	Procurement of Check Booklets for use in Cashier Unit
-	Fuel, Oil, and Lubricants Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Fuel, Oil, and Lubricants	Admin and Technical Division	NO	NP-53.14 Direct Ret	Monthly	Monthly	Monthly	Monthly	GoP	220,000.00	220,000.00	0	Procurement for the Fuel consumption of the 2 Office Vehicles
-	Utilities Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Water Expenses	Admin and Technical Division	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	45,000.00	45,000.00	0	Procurement of Water Utility Services for the Regional Office and Executive Office in Pagadian City
26 004 0300009	b. Electricity Expenses	Admin and Technical Division	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	445,000.00	445,000.00	0	Procurement of Electricity Services for the Regional Office and Executive Office in Pagadian City
-	Communication Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Postage and Courier Services	Admin Division	NO	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	40,000.00	40,000.00	0	Procurement of Postage and Courier Services for the Regional Office and Executive Office in Pagadian City
-	Telephone Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Mobile	Division Heads	NO	NP-53.9 - Small Valu	Monthly	Monthly	Monthly	Monthly	GoP	78,000.00	78,000.00	0	Procurement of Mobile Load Allowance for the Division Heads
26 004 0300009	b. Landline	Admin and Technical Division	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	120,000.00	120,000.00	0	Procurement of Landline Services for the Regional Office and Executive Office in Pagadian City
-	Subscription Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Internet Subscription Expense	Admin and Technical Division	NO	NP-53.9 - Small Valu	Monthly	Monthly	Monthly	Monthly	GoP	95,000.00	95,000.00	0	Procurement of Internet Services for the Regional Office and Executive Office in Pagadian City
26 004 0300009	b. Newspaper Subscription	Admin Division	NO	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	10,000.00	10,000.00	0	Procurement of Newspaper Subscription for the Regional Office
26 004 0300009	c. Zoom subscription	Admin and Technical Division	NO	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	20,000.00	20,000.00	0	Procurement of Zoom Subscription for the Regional Office and Executive Office in Pagadian City
-	General Services	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Security Services	Admin and Technical Division	YES	NP-53.9 - Small Valu	Monthly	Monthly	Monthly	Monthly	GoP	155,000.00	155,000.00	0	Procurement of Security Services for the Regional Office
26 004 0300009	b. Mineral Water	Admin and Technical Division	NO	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	30,000.00	30,000.00	0	Procurement for the Water Consumption of the Regional Office and Executive Office in Pagadian City
-	Professional Services	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Legal Services	Admin and Technical Division	YES	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	7,000.00	7,000.00	0	Procurement of Legal Services for the Regional Office
-	Repair and Maintenance Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Buildings and Other Structures	Admin and Technical Division	NO	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	95,000.00	95,000.00	0	Procurement for the Repair and Maintenance Expenses of Regional Office building
26 004 0300009	b. Office Equipments	Admin and Technical Division	NO	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	55,000.00	55,000.00	0	Procurement for the Repair and Maintenance Expenses of Office Equipments
26 004 0300009	c. Motor Vehicles	Admin and Technical Division	NO	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	50,000.00	50,000.00	0	Procurement for the Repair and Maintenance Expenses of 2 Office vehicles
-	Insurance Premiums	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Fidelity Bond Premiums	Admin Division	NO	NP-53.5 Agency-to-A	As the need arises	As the need arises	As the need arises	As the need arises	GoP	40,000.00	40,000.00	0	For the application and renewal of fidelity bonds of CHED Authorized Employees
26 004 0300009	b. Insurance Expenses	Admin Division	NO	NP-53.5 Agency-to-A	October 2024	October 2024	October 2024	October 2024	GoP	77,000.00	77,000.00	0	For the Insurance Expense of the 2 Office vehicles and Regional Office building
-	Printing and Publication Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	Printing and Publication	Admin Division	NO	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	6,000.00	6,000.00	0	Procurement for the printing and binding expenses of Regional Annual Report
-	Representation Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. CHEDRO IX Quarterly Planning Activity	Admin and Technical Division	NO	NP-53.10 Lease of R	Quarterly	Quarterly	Quarterly	Quarterly	GoP	25,000.00	25,000.00	0	Procurement for the food and venue in the conduct of Annual pre-planning workshop
26 004 0300009	b. Annual CHED Anniversary	Admin and Technical Division	NO	NP-53.10 Lease of R	May 2024	May 2024	May 2024	May 2024	GoP	20,000.00	20,000.00	0	Procurement for the food and venue in the conduct of Annual CHED Anniversary
26 004 0300009	c. Meetings/Orientations/Mid-Year and Year-end Assessment	Admin and Technical Division	NO	NP-53.9 - Small Valu	As the need arises	As the need arises	As the need arises	As the need arises	GoP	25,000.00	25,000.00	0	Procurement for the food in the conduct of office meetings, orientations, mid-year and year-end assessments

Prepared by:

KIMBERLY B. BUHIAN
Budget Officer

1/24/2024

Funds Availability:

PHILIP JOHN G. PELINGGON
OIC, Accounting Unit

1/24/2024

Recommending Approval:

MAJILAN M. ROLDAN
Chief Administrative Officer

1/24/2024

Approved by:

DR. RODY P. GARCIA
Chief Education Program Specialist,
for the Office of the Regional Director

1/24/2024