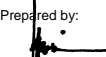




**(Commission on Higher Education RO-IX) Indicative Annual Procurement Plan Non CSE for FY 2024**

| 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 |   |
| -              | <b>Supplies Expenses</b>                                  | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Office Supplies  | Admin and Technical Division | NO  | NP-53.5 Agency-to-Ag   | 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  |
| -              | <b>Accountable Forms</b>                                  | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Official Receipt                                       | Admin Division               | NO  | NP-53.5 Agency-to-Ag   | 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-Ag   | 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-Ag   | 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   |
| -              | <b>Fuel, Oil, and Lubricants Expenses</b>                 | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Fuel, Oil, and Lubricants                              | Admin and Technical Division | NO  | NP-53.14 Direct Retail | Monthly                                | Monthly                    | Monthly            | Monthly            | GoP             | 220,000.00             | 220,000.00 | 0  | Procurement for the Fuel consumption of the 2 Office Vehicles   |
| -              | <b>Utilities Expenses</b>                                 | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 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           |
| -              | <b>Communication Expenses</b>                             | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Postage and Courier Services                           | Admin Division               | NO  | NP-53.9 - Small Value  | 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   |
| -              | <b>Telephone Expenses</b>                                 | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Mobile   | Division Heads               | NO  | NP-53.9 - Small Value  | 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              |
| -              | <b>Subscription Expenses</b>                              | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Internet Subscription Expense                          | Admin and Technical Division | NO  | NP-53.9 - Small Value  | 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 Value  | 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 Value  | 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              |
| -              | <b>General Services</b>                                   | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Security Services                                      | Admin and Technical Division | YES   | NP-53.9 - Small Value  | January 2024                           | January 2024               | January 2024       | January 2024       | 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 Value  | 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          |
| -              | <b>Professional Services</b>                              | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Legal Services   | Admin and Technical Division | YES   | NP-53.9 - Small Value  | 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   |
| -              | <b>Repair and Maintenance Expenses</b>                    | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Buildings and Other Structures                         | Admin and Technical Division | NO  | NP-53.9 - Small Value  | 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 Value  | 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 Value  | 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                                    |
| -              | <b>Insurance Premiums</b>                                 | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. Fidelity Bond Premiums                                 | Admin Division               | NO  | NP-53.5 Agency-to-Ag   | 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-Ag   | 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                             |
| -              | <b>Printing and Publication Expenses</b>                  | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | Printing and Publication                                  | Admin Division               | NO  | NP-53.9 - Small Value  | 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                                 |
| -              | <b>Representation Expenses</b>                            | -                            | -   | -                      | -                                      | -                          | -                  | -                  | -               | -                      | -          | -  | -   |
| 26 004 0300009 | a. CHEDRO IX Quarterly Planning Activity                  | Admin and Technical Division | NO  | NP-53.10 Lease of Re   | 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 Re   | 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 Value  | 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  
 9/26/2023

Funds Availability:  
  
**PHILIP JOHN G. PELINGGONG**  
 OIC, Accounting Unit  
 9/26/2023

Recommending Approval:  
  
**MAJIDALYN M. ROLDAN**  
 Chief Administrative Officer  
 9/26/2023

Approved by:  
  
**DR. RODY P. GARCIA**  
 Chief Education Program Specialist  
 9/26/2023