



**Commission on Higher Education
Caraga Administrative Region
Annual Procurement Plan - Non CSE (AAP-Non CSE) for FY 2022**

Code (PAP)	Procurement Program/Project	PMU/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity					Estimated Budget (Php)			Remarks (Brief description of Program/Activity/Project)		
					Administrative Approval of BAREP	Submission of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	CO			
50202010	Training Expenses														
	a. Payment to Civil Service Commission (CSC) (Learning & Development)	Administrative/ Technical	No	NP-53.5 Agency-to-Agency	03/02/2022	09/02/2022	11/02/2022	02/14/2022	GoP	50,000.00	50,000.00	0			
50203020	Accountable Forms Expenses														
	a. Procurement of checkbooks at the Landbank of the Philippines	Administrative	No	NP-53.5 Agency-to-Agency	N/A	N/A	01/03/2022	07/03/2022	GoP	15,000.00	15,000.00	0			
	b. Procurement of accountable forms (receipts) at the National Printing Office	Administrative	No	NP-53.5 Agency-to-Agency	N/A	N/A	01/03/2022	07/03/2022	GoP	10,000.00	10,000.00	0			
	c. Stationery Paper	Administrative	No	NP-53.5 Agency-to-Agency	N/A	N/A	01/03/2022	07/03/2022	GoP	210,000.00	210,000.00	0			
50203090	Fuel, Oil and Lubricants Expenses														
	a. Conductor of dry-to-dry office operations	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	01/17/2022	01/20/2022	01/21/2022	01/24/2022	GoP	60,000.00	60,000.00	0			
50203990	Other Supplies and Materials Expenses														
	a. Electric Fan (Stand Fan - 16")	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	4,500.00	4,500.00	0			
	b. CAD Corner	Technical	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	5,000.00	5,000.00	0			
	c. Rent to Own High Definition Book Scanner	Administrative	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	36,000.00	36,000.00	0			
	d. Tarpaulin/Banner	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	5,000.00	5,000.00	0			
	e. DIGITAL VOICE RECORDER, memory 4GB (expandable)	Technical	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	7,000.00	7,000.00	0			
	f. Memory Card RAM DDR4 8GB	Administrative	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	3,500.00	3,500.00	0			
	g. Uninterruptible Power Supply (UPS)	Administrative	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	5,000.00	5,000.00	0			
	h. Printing of PVC Identification Card for 50 CHED Caraga Personnel (Organic/Non Organic)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	9,000.00	9,000.00	0			
50204010	o. Table Tennis Equipment (Table, Racket & ball) Water Expenses	Administrative	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	15,000.00	15,000.00	0			
50204020	a. Office water Supply Electricity Expenses	Administrative/ Technical	No	Direct Contracting	N/A	N/A	03/01/2022	03/01/2022	GoP	15,000.00	15,000.00	0			
50205010	a. Electricity Services	Administrative/ Technical	No	Direct Contracting	N/A	N/A	03/01/2022	03/01/2022	GoP	240,000.00	240,000.00	0			
	Postage	Administrative/ Technical	No	NP-53.5 Agency-to-Agency	N/A	N/A	03/01/2022	03/01/2022	GoP	25,000.00	25,000.00	0			
	Computer Services	Administrative	No	NP-53.9 - Small Value Procurement	03/02/2022	09/02/2022	11/02/2022	02/14/2022	GoP	80,000.00	80,000.00	0			
50206020	Telephone														
	a. Mobile Expenses	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	72,000.00	72,000.00	0			
	b. Landline Expenses	Administrative/ Technical	No	Direct Contracting	N/A	N/A	03/01/2022	03/01/2022	GoP	70,000.00	70,000.00	0			
50206030	Internet Subscription Expenses	Administrative/ Technical	No	Direct Contracting	N/A	N/A	03/01/2022	03/01/2022	GoP	40,000.00	40,000.00	0			
50211010	Legal Services														
	a. Notarial Services	Administrative	No	NP-53.9 - Small Value Procurement	03/01/2022	07/01/2022	10/01/2022	12/01/2022	GoP	2,000.00	2,000.00	0			
5021203000	Security Services	Administrative	Yes	NP-53.9 - Small Value Procurement	03/11/2021	06/11/2021	03/01/2022	05/01/2022	GoP	581,000.00	581,000.00	0			
5021304001	Repairs and Maintenance - Buildings														
	a. Procurement of materials and labor repair of CHED Building	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	03/02/2022	09/02/2022	11/02/2022	02/14/2022	GoP	30,000.00	30,000.00	0			
5021304002	Repairs and Maintenance - Office Equipment														
	a. Procurement of services for repair atron, printer, scanner, copier, & laptop	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	03/02/2022	09/02/2022	11/02/2022	02/14/2022	GoP	10,000.00	10,000.00	0			
5021306001	Repairs and Maintenance -Motor Vehicles														
	a. Procurement of services for CHED vehicle repairs and maintenance (Junosa & Adventure)	Administrative	No	NP-53.9 - Small Value Procurement	03/02/2022	09/02/2022	11/02/2022	02/14/2022	GoP	40,000.00	40,000.00	0			
	b. Car Battery (Junosa & Adventure)	Administrative	No	NP-53.9 - Small Value Procurement	07/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	18,000.00	18,000.00	0			
5021307000	Repairs and Maintenance -Furniture and Fixture	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	03/02/2022	09/02/2022	11/02/2022	02/14/2022	GoP	2,000.00	2,000.00	0			
5021309000	Advertising Expenses	Administrative	No	NP-53.9 - Small Value Procurement	03/02/2022	09/02/2022	11/02/2022	02/14/2022	GoP	1,000.00	1,000.00	0			

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity						Estimated Budget (PHP)			Remarks (Brief description of Program/Activity/Project)
					Advertisement/Posting of Bids	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	CO		
50299020	Printing and Publication Expenses Procurement of printing and publication services for the following reading materials: a. Printing of the CHED Annual Report/Statistical Bulletin for 2022 b. Printing of Signages/Tarapuli for Organizational Structure, Vision, Mission, Core Values, Emergency Exit, Evacuation Plan, Emergency Helpline, etc.	Technical	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	10,000.00	10,000.00	0	0	
50299030	Procurement of Catering Services for the following Activities: a. Management Committee Meetings b. Quarterly Assessment of Targets and Accomplishments c. Quarterly Updating on Fund Utilization d. Half-Year Performance Review and Action Planning e. Year-End Assessment and Target Setting f. Year-end Conference with HEI Presidents g. Regional Teleconference of the HEMIS Coordinators and IT Support Staff h. Regional Orientation on Data Elements on CHECKS System Linked the CHED Portal i. Workshop for the Public Service Continuity Plan for CHED-Caraga (2-days) j. Presentation of the Information System (IS) Developed for the Administrative Division (1st Quarter) - CCHMS including Budget and Billing k. CHED Caraga ISO 9001:2015 Internal Quality Audit l. SLUGS Teleconference on Data Collection for the Revised Electronic Forms m. Private HEIs Teleconference on Data Collection for the Four Backend, Backend Exam n. Presentation of the Information System (IS) Developed for the Technical Division (2nd Qtr) o. Regional Teleconference on Online CAV Application among HEI Administrators p. Presentation of the Information System (IS) Developed from the Admin/Technical Division (3rd Qtr & 4 Qtr) q. Meeting on Technical Division Concerns r. Online Assembly of RQAT Members s. Regional Conferences of the Council of Deans t. Workshop on Retooling Processes of Program Application and MA E. visit. u. Remote Monitoring & Evaluation v. CAD Regional Summit w. Seminar on Genderizing the Curriculum x. Seminar on Sex Disaggregated Data y. Seminar on Sd Data Analysis z. Regional Conference of Student Leaders aa. Regional Conference of SAs Directors bb. Regional Conference of Guidance Counselors and Research Scholars cc. Workshop on CHED Caraga Research Development dd. Workshop on CHED Caraga Research Development ee. Regional Conference of NSTP Coordinators ff. Weekly Convocation and Staff Meeting gg. Monthly Coordinative Meeting on Administrative Matters hh. Quarterly Meeting Review and Updating of Fund Utilization	Administrative/Technical	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	4,995.00	4,995.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	60,000.00	60,000.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	15,900.00	15,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	15,900.00	15,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	15,900.00	15,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	6,000.00	6,000.00	0	0	
				NP-53.9 - Small Value Procurement	12/02/2022	12/06/2022	12/12/2022	12/12/2022	GoP	27,000.00	27,000.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	15,900.00	15,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	15,900.00	15,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	15,250.00	15,250.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	6,000.00	6,000.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	6,900.00	6,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	6,900.00	6,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	6,900.00	6,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	2,250.00	2,250.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	6,900.00	6,900.00	0	0	
				NP-53.9 - Small Value Procurement	07/04/2022	07/07/2022	07/11/2022	07/11/2022	GoP	3,000.00	3,000.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	7,900.00	7,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	6,900.00	6,900.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	16,000.00	16,000.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	13,000.00	13,000.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	15,000.00	15,000.00	0	0	
				NP-53.9 - Small Value Procurement	05/08/2022	05/08/2022	05/12/2022	05/12/2022	GoP	2,800.00	2,800.00	0	0	
				NP-53.9 - Small Value Procurement	01/06/2022	05/06/2022	08/06/2022	10/06/2022	GoP	2,800.00	2,800.00	0	0	
				NP-53.9 - Small Value Procurement	05/09/2022	05/09/2022	05/16/2022	05/16/2022	GoP	5,250.00	5,250.00	0	0	
				NP-53.9 - Small Value Procurement	05/09/2022	05/09/2022	05/16/2022	05/16/2022	GoP	5,250.00	5,250.00	0	0	
				NP-53.9 - Small Value Procurement	05/09/2022	05/09/2022	05/16/2022	05/16/2022	GoP	5,600.00	5,600.00	0	0	
				NP-53.9 - Small Value Procurement	05/09/2022	05/09/2022	05/16/2022	05/16/2022	GoP	5,600.00	5,600.00	0	0	
				NP-53.9 - Small Value Procurement	08/05/2022	08/11/2022	08/15/2022	08/15/2022	GoP	5,600.00	5,600.00	0	0	
				NP-53.9 - Small Value Procurement	05/03/2022	05/09/2022	05/16/2022	05/16/2022	GoP	5,600.00	5,600.00	0	0	
				NP-53.9 - Small Value Procurement	09/02/2022	09/02/2022	12/03/2022	03/16/2022	GoP	15,300.00	15,300.00	0	0	
				NP-53.9 - Small Value Procurement	03/01/2022	07/01/2022	10/01/2022	12/01/2022	GoP	7,900.00	7,900.00	0	0	
				NP-53.9 - Small Value Procurement	05/03/2022	05/09/2022	05/16/2022	05/16/2022	GoP	2,800.00	2,800.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	48,000.00	48,000.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	40,000.00	40,000.00	0	0	
				NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GoP	12,000.00	12,000.00	0	0	

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					Advertisement/Posting of Bids	Submission/Opening of Bids	Notice of Award	Contract Signing	Total		MOOE	CO		
	ii. Team Building and Final Preparatory Meeting for the Conduct of Higher Education Conference and Turn Over Ceremony of Incoming Regional Director 2022	Administrative/Technical	No	NP-53.9 - Small Value Procurement	01/03/2022	01/04/2022	01/05/2022	01/05/2022	GOP	19,975.00	19,975.00	0		
	jj. Conduct of Higher Education Conference and Turn Over Ceremony of Incoming Regional Director 2022	Administrative/Technical	No	NP-53.9 - Small Value Procurement	01/03/2022	01/04/2022	01/05/2022	01/05/2022	GOP	14,400.00	14,400.00	0		
	kk. Awarding of Best Employees and Support Staff Implementing the Program on Awards and Incentives for Service Excellence (PRAISE)	HRMO	No	NP-53.9 - Small Value Procurement	12/02/2022	12/06/2022	12/12/2022	12/12/2022	GOP	135,000.00	135,000.00	0		
	ll. Regional Assembly with HEIs Registrars & IT Staff	Administrative	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GOP	2,500.00	2,500.00	0		
	mm. Review on Policy of Performance Management	HRMO	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GOP	5,000.00	5,000.00	0		
	nn. Review on Policy of Learning and Development	HRMO	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GOP	5,000.00	5,000.00	0		
	oo. Quarterly Meeting Strategic Performance Management System	HRMO	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GOP	5,000.00	5,000.00	0		
	pp. Conduct/Meeting/ Update on Human Resource Merit Promotion and Selection Board	HRMO	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GOP	5,000.00	5,000.00	0		
	qq. Business Process Review and Workshop	HRMO	No	NP-53.9 - Small Value Procurement	02/02/2022	02/07/2022	02/10/2022	02/11/2022	GOP	5,000.00	5,000.00	0		
5029007000	Other Substantive Expenses	Administrative	No	Direct Contracting	03/01/2022	07/01/2022	10/01/2022	12/01/2022	GOP	2,308,920.00	2,308,920.00	0		
	a. Cable Services	Administrative	No	Direct Contracting	03/01/2022	07/01/2022	10/01/2022	12/01/2022	GOP	1,000.00	1,000.00	0		
Total										2,308,920.00	2,308,920.00	0		

Prepared by:

HAEMACEL I. PALIMA
 Administrative Aide III

Fund Availability:

ALMA SYPATRON, MSW, LLB.
 Chief Administrative Officer

Approved by:

GEORGE M. COLORADO, Ph.D., CESO III
 Director IV