## Commission on Higher Education Caraga Administrative Region Indicative Annual Procurement Plan (APP) for FY 2024

	) 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)			B
Code (PAP)					Advertisement/Po sting of IB/REI	Submission/Openi ng of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Program/Activity/Project)
50203010	Office Supplies												
	ALCOHOL, Ethyl, 500 mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,210.67	2,210.67	0	
	ALCOHOL, Ethyl, 1 Gallon	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	3,636.05	3,636.05	0	
	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	60.50	60.50	0	
	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	55.76	55.76	0	
	BATTERY, dry cell, size D, Two (2) pieces per blister pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	211.64	211.64	0	
	AIR FRESHENER, Aerosol type, 150g	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,257.26	1,257.26	0	
	BROOM, Soft (Walis Tambo)	Administrative/ Technical	No No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	749.32	749.32	0	
	BROOM, Stick (Walis Ting-ting) CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	Administrative/ Technical Administrative/ Technical	No	NP-53.9 - Small Value Procurement NP-53.9 - Small Value Procurement	February February	March March	March March	March March	GoP GoP	125.29 228.80	125.29	0	
	DETERGENT POWDER, all purpose, 1kg	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	594.88	228.80 594.88	0	
	DISINFECTANT SPRAY, Aerosol type, 400q	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	769.40	769.40	0	
	FURNITURE CLEANER, Aerosol type, 300mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	660.66	660.66	0	
	LIQUID HAND SOAP, 500mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	236.23	236.23	0	
	MOPHANDLE, heavy duty	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	686.40	686.40	0	
	MOPHEAD, made of rayon	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	673.81	673.81	0	
	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	4,753.32	4,753.32	0	
	DIGITAL VOICE RECORDER	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	8,073.08	8,073.08	0	
	PHILIPPINE NATIONAL FLAG	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	626.65	626.65	0	
	MOUSE, OPTICAL, USB connection type	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	822.80	822.80	0	
	GLUE, all-purpose, 200 grams	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	777.92	777.92	0	
	STAPLE WIRE, standard	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	653.40	653.40	0	
	TAPE, electrical	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	106.98	106.98	0	
	TAPE, masking, 24mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	340.34	340.34	0	
	TAPE, transparent, 24mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	122.98	122.98	0	
	RULER, plastic, 450 mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	36.61	36.61	0	
	CALCULATOR, Compact	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,464.32	1,464.32	0	
	CORRECTION TAPE, 8 meters	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	380.49	380.49	0	
	DATA FILE BOX	Administrative/ Technical	No.	NP-53.9 - Small Value Procurement	February	March	March	March	GoP			0	
	DATA FOLDER		No	NP-53.9 - Small Value Procurement			March		GoP	849.20	849.20	0	
		Administrative/ Technical			February	March		March		2,265.12	2,265.12		
	ENVELOPE, Documentary, legal, 500 pieces per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,363.96	5,363.96	0	
	ENVELOPE, Mailing, 500 pieces per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,378.86	2,378.86	0	
	FASTENER, metal, non-sharp edges, 50 sets per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,041.04	1,041.04	0	
	FOLDER, pressboard, 100 pieces per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,239.52	5,239.52	0	
	MARKER, Flourescent, 3 colors per set	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	403.26	403.26	0	
	RUBBER BAND No. 18, 350g	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	743.60	743.60	0	
	STAPLER, standard type	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	800.80	800.80	0	
	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	203.83	203.83	0	
	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	326.04	326.04	0	ļ
	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	286.00	286.00	0	ļ
	NOTEBOOK, stenographer	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	66.22	66.22	0	
	PAPER, MULTICOPY A4, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	18,221.50	18,221.50	0	
	PAPER, MULTICOPY LEGAL, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	10,404.90	10,404.90	0	
	RECORD BOOK, 500 PAGES	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,144.00	1,144.00	0	
	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,082.08	2,082.08	0	
	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	9,495.20	9,495.20	0	
	LIQUID HAND SANITIZER, 500mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	889.35	889.35	0	
	INSECTICIDE, 600mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,532.96	1,532.96	0	

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	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	549.12	549.12	0	
	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	549.12	549.12	0	
	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	549.12	549.12	0	
	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	549.12	5 <del>4</del> 9.12	0	
	Bond Paper Short	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,148.25	1,148.25	0	
	Post-it Flag - Sign Here	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	192.45	192.45	0	
	STAPLER,big, heavy duty, with remover	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,100.00	1,100.00	0	
	SIGN PEN, liquid or gel, (.7 ink black)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP			0	
		,								445.85	445.85	-	
	SIGN PEN, liquid or gel, (.7 ink blue)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	445.83	445.83	0	
	SIGN PEN, liquid or gel, (1.0 ball point ink blue)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,320.00	1,320.00	0	
	SIGN PEN, liquid or gel, (1.0 ball point ink black)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,320.00	1,320.00	0	
	Mobile Load Cards	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	3,960.00	3,960.00	0	
	Brother Refill Ink, BTD60 Black	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,200.00	2,200.00	0	
	Brother Refill Ink, BT5000 (Magenta, Cyan, Yellow)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	4,400.00	4,400.00	0	
	Canon Paper (short size: 8.5" x 11", gsm:85, color: Brilliant	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	16,478.14	16,478.14	0	
	Epson 143 - Black Ink	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,100.00	1,100.00	0	
	Epson 143 - Magenta Ink	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	880.00	880.00	0	
	Epson 143 - Yellow Ink	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	880.00	880.00	0	
		,				1	March	1	GoP				
	Epson 143 - Cyan Ink	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	магсп	March	GOP	880.00	880.00	0	
50202010	Training Expenses									-			
	a.Payment to Civil Service Commission (CSC) (Learning & Development )	Administrative/ Technical	No	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	0	
50203020	Accountable Forms Expenses												
	a. Procurement of checkbooks at the Landbank of the Philippines	Administrative	No	NP-53.5 Agency-to-Agency	April	April	April	April	GoP	2,500.00	2,500.00	0	
50203070	Drugs and Medicines Expenses												
30203070		A 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		ND F2 O COURTY I DO COURT		M			6.5				
	a. Procurement of medicine & vitamins aa. Paracetamol 500mg tablet	Administrative/ Technical	No No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	200.00	200.00		
	,	Administrative/ Technical	No No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	300.00 300.00	300.00 300.00	0	
	ab. Guaifenesin 200mg softgel capsule	Administrative/ Technical Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP GoP	300.00	300.00	0	
	ac. Lozartan 50 + Amlodipine 5mg ad. Ibuprofen	Administrative/ Technical	No	NP-53.9 - Small Value Procurement NP-53.9 - Small Value Procurement	February	March March	March March	March March	GoP	300.00	300.00	0	
	ae. Ambroxol	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February February	March	March	March	GoP	300.00	300.00	0	
E0203000	Fuel, oil and lubricants	Administrative/ Technical	140	NF-33.9 - Small value Floculement	rebruary	March	March	March	GUF	300.00	300.00	0	
30203090	Fuel, oil and lubricants	Administrative/ Technical	No	Direct Purchase					GoP	40,000.00	40,000.00	0	
50203990	Other Supplies and Materials Expense	rammod dave, recrimed	110	Direct Furchase					001	10,000.00	10,000.00		
30203330	1. LPG Tank			NP-53.9 - Small Value Procurement	March	April	April	April	GoP	5,000,00	5,000.00	0	
	Polo shirt for women's month celebration	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	25,000.00	25,000.00	0	
	Electrical and ICT Materials: Flourescent bulb, tape, carriage/box, wires; power adapter AC/DC, extension wires, wireless access point,		No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	40,000.00	40,000.00	0	
	wireless adapter							1					
	4. Water coupling, water pipes and other accessories; toilet sewage	· '	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,000.00	5,000.00	0	
	5. Office Furnitures and fixtures: tables, decor	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	20,000.00	20,000.00	0	
5020101000	Traveling Expenses							<u> </u>					
	a. Plane Ticket - employees	Administrative/Technical	No	Direct Purchase	N/A	N/A	N/A	N/A	GoP	200,000.00	200,000.00	0	
	b. Travel Claims with Per Diems - Employees and RQAT	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	417,400.00	417,400.00	0	
50204010	Water Expenses	A 4		Di at Cartania	N/ **	B		8.44		6 000 5			
	a. Office water supply	Administrative/ Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00	0	
	b. Office mineral water supply in Gallon	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,000.00	4,000.00		
50204020	Electricity Expenses	A 1	N-	Di a li Carla all'a			7		6.5	250 000 00	350 000 00		
ENZOFOOOGO	a. Electricity services	Administrative/ Technical	No	Direct Contracting	January	January	January	January	GoP	250,000.00	250,000.00	0	
	Communication Expenses	1		+		1	<del>                                     </del>	1					
50205010	Postage and Courier Services	Administrative / Tests 1111	N-	ND 52.0. Corell Value December 1	1	1	2000000	1	C-D	2 000 00	2 000 00	0	
E0205020	Payment of mail matter and package	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	2,000.00	2,000.00	U	
50205020	Telephone a.Mobile Expenses	Administrative/Technical	No	Direct Purchase	N/A	NI/A	N/A	NI/A	Con	72,000.00	72,000.00		
	•		No No	Direct Purchase  Direct Contracting	N/A N/A	N/A	N/A	N/A	GoP GoP	72,000.00 25,000.00	72,000.00 25,000.00	0	
	b. Landline Expenses Internet Subscription Expenses	Administrative/Technical	INO	Direct Contracting	IN/A	N/A	N/A	N/A	GOP	25,000.00	25,000.00	0	
50205030	Internet Subscription Expenses Payment for PLDT Internet services	Administrative/Technical	No	Direct Contracting	N/A	NI/A	N/A	NI/A	GoP	40,000.00	40,000.00	U	
50211010	,	Administrative/Technical	No No	Direct Contracting	N/A	N/A	N/A	N/A	G0P	40,000.00	40,000.00		
	Legal Services a. Notarial services	Administrative	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	1,000.00	1,000.00	0	
	Other Professional Expenses	naminouduve	140	141 55.5 - Small value Floculement	January	January	January	January	GUF	1,000.00	1,000.00	J	
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	Cost of Service Salaries and Wages	Administrative	No	Direct Contracting	N/A	N/A	N/A	January 2023	GoP	1,200,000.00	1,200,000.00	0	
	Other Professional Fees: RQAT Honorarium	Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	214,000.00	214,000.00	0	
	Payment for ISO Surveillance	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	57,250.00	57,250.00		
	Extraordinary and Miscellaneous Expenses											0	
	Payment for Regional Director's Extraordinary and Miscellaneous	Director	No	Shopping	N/A	N/A	N/A	N/A	GoP	135,600.00	135,600.00	0	
5021203000	Security Services												
	Payment for security services of 3 Security Guards	Administrative	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	300,000.00	300,000.00	0	
5021299099	Other General Services												
	Job Order Services	Administrative	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,000.00	5,000.00	0	
5029907099	Other Subcriptions Expenses				,						·		
	a. Unlimited ink with printer	Administrative	No	Direct Contracting	January	January	January	January	GoP	60,000.00	60,000.00	0	
	b. Zoom and Other Subscription	Administrative/Technical	No	Direct Contracting	January	January	January	January	GoP	30,000.00	30,000.00	0	
5029905004	Rents - Equipment	Administrative/Technical	No	NP-53.9 - Small Value Procurement	,	,	,	,		,	,		
	Repair and Maintenance of Office Building and Other	, , , , , , , , , , , , , , , , , , , ,											
5021304000	Structures												
	Payment for repairs and maintenance of office/building - 3 storey	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	April	April	April	GOP	170,000.00	170,000.00	0	
5021305000	Repairs and Maintenance - Machinery and Equipment												
	a. Repairs of computers, laptop, printers	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	April	April	April	GOP	10,000.00	10,000.00	0	
5021306001	Repairs and Maintenance -Motor Vehicles												
	a. Procurement of services for CHED vehicle repairs and	Administrative	No	NP-53.9 - Small Value Procurement	March	April	April	April	GoP	50,000.00	50,000.00	0	
	b. Procurement of spare parts for damage parts	Administrative	No	NP-53.9 - Small Value Procurement	March	April	April	April	GoP	10,000.00	10,000.00	0	
5021501001	Taxes, Duties and Licenses	Administrative		THE SOLD STREET VALUE TY CONTRIBUTE		7.01.11	7.0	7.51.11		10,000.00	10/000100		
5521501001			<u>.</u>					<del> </del>					
	Vehicle Registration of Innova and Adventure and other related fees	Administrative	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0	
5021502000	Fidelity Bond Premium												
	Payment for the Fidelity Bond for Accountable Officer and Personne	l Δdministrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	0	
		Transcrative, recrimed	.10	Direct conducting	14/7	14/74	14/74	14/7	001	3,000.00	3,000.00		
5021503000	Insurance Expenses												
	b. Insurance for CHED Building, equipment, Personnel, Vehicle, Innova and Adventure	Administrative	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	40,000.00	40,000.00	0	
5029900000													
	Printing and Publication Expenses												
	a. Tarpaulin/Banner	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,000.00	5,000.00	0	
	• •				rebruary					,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
	b. Printing of the CHED Annual Report/Statistical Bulletin for 2024	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	10,000.00	10,000.00	0	
5029903000	Representation Expenses				,								
	Procurement of Catering Services for the following Activities:												
		Administrative	No	ND F3 0 Cmall Value Progurament	luna	luno	luno	luno	GoP	10 000 00	10,000,00	0	
	a. Regional Assembly with the Registrars via zoom platform	Auministrative	INO	NP-53.9 - Small Value Procurement	June	June	June	June	GUP	10,000.00	10,000.00	U	
	b. Full-Time Delivery Unit Meeting	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	January	February	February	February	GoP	20,000.00	20,000.00	0	
	c. Higher Education Celebration	Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	5,000.00	5,000.00	0	
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	d. Assembly of RQAT Members	Technical	No	NP-53.9 - Small Value Procurement	January	February	February	February	GoP	10,000.00	10,000.00	0	
	e. GAD Regional Summit/Seminar on GAD Data Analysis/Sex	Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	12,750.00	12,750.00	0	
	f. Regional Conference of SAS Directors/Guidance Counselors	Technical	No	NP-53.9 - Small Value Procurement	April	May		May	GoP	5,000.00	5,000.00	0	
							May	· · · · · ·					
	g. Regional Conference of NSTP Coordinators/Orientation on new	Technical	No	NP-53.9 - Small Value Procurement	April	May	May	May	GoP	5,000.00	5,000.00	0	
			1	1	May	June	June	June	GoP	5,000.00	5,000.00	0	
	h. Mid-Year Performance Review and Action Planning	Technical	No	NP-53.9 - Small Value Procurement	iriay	Julic				3,000.00			
	-							1		· '			
	i. Year-End Assessment and Target Setting	Technical Technical	No	NP-53.9 - Small Value Procurement  NP-53.9 - Small Value Procurement	October	November	December	December	GoP	5,000.00	5,000.00	0	
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	i. Year-End Assessment and Target Setting j.Year-end Conference with HEI Presidents k. Regional Teleconference of the HEMIS Coordinators and IT	Technical Technical	No No	NP-53.9 - Small Value Procurement NP-53.9 - Small Value Procurement	October October	November November	December December	December December	GoP GoP	5,000.00 5,000.00	5,000.00 5,000.00	0	
	i. Year-End Assessment and Target Setting j.Year-end Conference with HEI Presidents k. Regional Teleconference of the HEMIS Coordinators and IT Support Staff	Technical Technical Technical	No No	NP-53.9 - Small Value Procurement NP-53.9 - Small Value Procurement NP-53.9 - Small Value Procurement	October October	November November November	December December December	December December December	GoP GoP	5,000.00 5,000.00 5,000.00	5,000.00 5,000.00 5,000.00	0 0	
	i. Year-End Assessment and Target Setting j.Year-end Conference with HEI Presidents k. Regional Teleconference of the HEMIS Coordinators and IT Support Staff l. CHED Caraga ISO 9001:2015 Internal Quality Audit	Technical Technical	No No	NP-53.9 - Small Value Procurement NP-53.9 - Small Value Procurement	October October	November November	December December	December December	GoP GoP	5,000.00 5,000.00	5,000.00 5,000.00	0	
	i. Year-End Assessment and Target Setting j.Year-end Conference with HEI Presidents k. Regional Teleconference of the HEMIS Coordinators and IT Support Staff l. CHED Caraga ISO 9001:2015 Internal Quality Audit m. Awarding of Best Employees and Support Staff Implementing	Technical Technical Technical Technical	No No No	NP-53.9 - Small Value Procurement	October October October February	November November November March	December December December March	December December December March	GoP GoP GoP	5,000.00 5,000.00 5,000.00 5,000.00	5,000.00 5,000.00 5,000.00 5,000.00	0 0 0	
	i. Year-End Assessment and Target Setting j.Year-end Conference with HEI Presidents k. Regional Teleconference of the HEMIS Coordinators and IT Support Staff l. CHED Caraga ISO 9001:2015 Internal Quality Audit m. Awarding of Best Employees and Support Staff Implementing the Program on Awards and Incentives for Service Excellence	Technical Technical Technical	No No	NP-53.9 - Small Value Procurement NP-53.9 - Small Value Procurement NP-53.9 - Small Value Procurement	October October	November November November	December December December	December December December	GoP GoP	5,000.00 5,000.00 5,000.00	5,000.00 5,000.00 5,000.00	0 0	
	i. Year-End Assessment and Target Setting j.Year-end Conference with HEI Presidents k. Regional Teleconference of the HEMIS Coordinators and IT Support Staff l. CHED Caraga ISO 9001:2015 Internal Quality Audit m. Awarding of Best Employees and Support Staff Implementing the Program on Awards and Incentives for Service Excellence (PRAISE)	Technical Technical Technical Technical HRMO	No No No No	NP-53.9 - Small Value Procurement	October October October February October	November November November March November	December December December March December	December December December March December	GoP GoP GoP GoP	5,000.00 5,000.00 5,000.00 5,000.00 100,000.00	5,000.00 5,000.00 5,000.00 5,000.00 100,000.00	0 0 0	
	i. Year-End Assessment and Target Setting j.Year-end Conference with HEI Presidents k. Regional Teleconference of the HEMIS Coordinators and IT Support Staff l. CHED Caraga ISO 9001:2015 Internal Quality Audit m. Awarding of Best Employees and Support Staff Implementing the Program on Awards and Incentives for Service Excellence (PRAISF) n. Prizes for Contests during PRAISE	Technical Technical Technical Technical HRMO	No No No No	NP-53.9 - Small Value Procurement	October October October February October October	November November November March November November	December December December March December December	December December December March December December	GoP GoP GoP GoP GoP	5,000.00 5,000.00 5,000.00 5,000.00 100,000.00	5,000.00 5,000.00 5,000.00 5,000.00 100,000.00	0 0 0 0 0 0	
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