

Commission on Higher Education
Caraga Administrative Region
Annual Procurement Plan Non-Common-Used Supplies and Equipment (APP NON-CSE) for FY 2024

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50202010	Training Expenses		No										
	a.Payment to Civil Service Commission (CSC) (Learning & Development)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	0	
	a.1. Supervisory Development Course Module 1	Administrative/ Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00	0	
	a.2. Supervisory Development Course Module 2	Administrative/ Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00	0	
	b. Payment to other L&D delivering Institutions	Administrative/ Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	0	
50203020	Accountable Forms Expenses												
	a. Procurement of checkbooks at the Landbank of the Philippines	Administrative	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00	0	
50203070	Drugs and Medicines Expenses												
	a. Procurement of medicine & vitamins											0	
	aa. Paracetamol 500mg tablet	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	200.00	200.00	0	
	ab. Guaifenesin 200mg softgel capsule	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	200.00	200.00		
	ac. Lozartan 50 + Amlodipine 5mg	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	200.00	200.00	0	
	ad. Ibuprofen	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	200.00	200.00		
	ae. Ambroxol	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	200.00	200.00	0	
50203090	Fuel, oil and lubricants												
	Fuel, oil and lubricants	Administrative	No	NP-53.9 - Direct Retail Purchase	January	January	January	January	GoP	40,000.00	40,000.00	0	
50203990	Other Supplies and Materials Expense												
	Advocacy Poloshirt (GAD or 18-day Campaign to End VAWC	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	4,500.00	4,500.00		
	Bulb 15 watts	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,200.00	1,200.00		
	Car Air Freshener	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Car cloth cleaner	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,000.00	1,000.00		
	Disinfectant Spray - 400gsm Solbac	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,500.00	2,500.00	0	
	Electrical Tape	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,000.00	1,000.00		
	Extension Wire/Cord 4 gang, 5 meters	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,500.00	1,500.00	0	
	GAD Corner	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1000.00	1000.00		
	LED Light 40 watts	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,250.00	1,250.00	0	
	LPG Tank	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,400.00	2,400.00		
	Mop Head, Microfiber, Heavy-Duty, 16 X 5	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,500.00	2,500.00	0	
	Mop with handle Heavy-Duty, Microfiber, 16 X 5	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,500.00	2,500.00		
	Muriatic Acid	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Multi Insect Killer 500ml	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,500.00	2,500.00		
	Plaques and Certificates	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	30,000.00	30,000.00		
	Printing of the CHED Annual Report/Statistical Bulletin for	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	12,500.00	12,500.00	0	
	Steering wheel cover	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00		
	Spin mop refill 03	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	800.00	800.00		
	Teflon Tape	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,000.00	1,000.00	0	
	Toilet Cleaner (Ultra Thick Bleach) 900ml	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Wall Paint (Gray)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	900.00	900.00	0	

	Wall Paint (White)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	4,500.00	4,500.00	0
	Wall Paint (Chocolate Brown)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	700.00	700.00	0
	Paint Brush #2	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	540.00	540.00	0
	Baby Roller	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	420.00	420.00	0
	Fiberglass mesh tape	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	750.00	750.00	0
	Roller Tray	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	200.00	200.00	0
	Maskin Tape	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	400.00	400.00	0
	Zonrox Original	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,200.00	1,200.00	0
	Airconditioner - 2hp Standard Inverter Split Type	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	49,000.00	49,000.00	0
5020101000	Traveling Expenses											0
	a. Plane Ticket - employees	Administrative/Technical	No	NP-53.9 - Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	170,000.00	170,000.00	0
	b. Van Rental	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	50,000.00	50,000.00	0
50204010	Water Expenses											
	a. Office water supply	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	4,000.00	4,000.00	0
	b. Office mineral water supply in Gallon	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	6,000.00	6,000.00	0
50204020	Electricity Expenses											
	a. Electricity services	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	250,000.00	250,000.00	0
5020500000	Communication Expenses											
50205010	Postage and Courier Services											
	Payment of mail matter and package	Administrative/Technical	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	0
50205020	Telephone											
	a. Mobile Expenses	Administrative/Technical	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	72,000.00	72,000.00	0
	b. Landline Expenses	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	25,000.00	25,000.00	0
50205030	Internet Subscription Expenses											
	Payment for Internet services	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	40,000.00	40,000.00	0
50211010	Legal Services											
	a. Notarial services	Administrative/Technical	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,000.00	1,000.00	0
5021199000	Other Professional Expenses											
5021003000	Extraordinary and Miscellaneous Expenses											
5021203000	Security Services											
	Payment for security services of 3 Security Guards	Administrative/Technical	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/Technical	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	0
5029907099	Other Subscriptions Expenses											
	a. SMS Credits for CAV	Administrative/Technical	No	NP-53.9 - Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00	0
	b. Virtual Server and Zoom Subscription	Administrative/Technical	No	NP-53.9 - Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	13,500.00	13,500.00	0
	c. Automated SMS Notification of disbursement notification	Administrative/Technical	No	NP-53.9 - Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00	0
	d. Domain Name (2,500/year)	Administrative/Technical	No	NP-53.9 - Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	2,500.00	2,500.00	0
	e. 3rd Party Cloud Storage 2TB (5,000/year)	Administrative/Technical	No	NP-53.9 - Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	0
5029905004	Rents - Equipment											
	a. Unlimited ink with printer	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	48,000.00	48,000.00	0
	b. Rental of other Equipment	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	12,000.00	12,000.00	0
5021304000	Repair and Maintenance of Office Building and Other											
	a. Procurement of materials and labor repainting of CHED Building Phase 2 & RD Office & Quarter	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	100,000.00	100,000.00	0
	b. Procurement of materials and labor repair (Storage 1 & Kitchen)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	54,000.00	54,000.00	0
	c. Toilet Bowl -Dimensions: 67L X 62.5W X 33.8H cm Material: Ceramic	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	16,000.00	16,000.00	0

	d. Labor and Materials, Leaking Roof at Service Room	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	30,000.00	30,000.00	0	
5021305000	Repairs and Maintenance - Machinery and Equipment												
	a. Procurement of services for repairs of aircon, printer, scanner, computer & laptop	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	5,000.00	5,000.00	0	
	b. Cleaning Aircon	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	5,600.00	5,600.00	0	
5021306001	Repairs and Maintenance -Motor Vehicles												
	a. Procurement of services for CHED vehicle repairs and maintenance Innova & Adventure (preventive maintenance)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	81,000.00	81,000.00	0	
	b. Tire 205/65 R15 (Innova & Adventure)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	32,000.00	32,000.00	0	
	c. Tire 185 R 14C	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	16,000.00	16,000.00	0	
	d. Tire Valve/Pito Tubeless	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	600.00	600.00	0	
5021501001	Taxes, Duties and Licenses												
	Vehicle Registration of Innova and Adventure and other related fees	Administrative/Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A		10,000.00	10,000.00	0	
5021502000	Fidelity Bond Premium												
	Payment for the Fidelity Bond for Accountable Officer and Personnel	Administrative/Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A		5,000.00	5,000.00	0	
5021503000	Insurance Expenses												
	a. Insurance for CHED Building, equipment, Personnel, Vehicle, Innova and Adventure	Administrative/Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A		40,000.00	40,000.00	0	
5029900000	Other MOOE												
5029902000	Printing and Publication Expenses												
	a. Tarpaulin/Banner	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January		10,000.00	10,000.00	0	
	b. Printing of the CHED Annual Report/Statistical Bulletin for	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January		5,000.00	5,000.00	0	
5029903000	Representation Expenses												
	Procurement of Catering Services for the following Activities:												
	1. Regional Assembly with the HEIs Registrars	Administrative/Technical	No	NP-53.9 - Small Value Procurement	September	September	October	October	GoP	2,000.00	2,000.00	0	
	2 PRAISE	Administrative/Technical	No	NP-53.9 - Small Value Procurement	December	December	December	December	GoP	150,000.00	150,000.00	0	
	3. Prizes	Administrative/Technical	No	NP-53.9 - Small Value Procurement	December	December	December	December	GoP	12,000.00	12,000.00	0	
	4. COA's Entrance Conference FY 2025	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	5,000.00	5,000.00	0	
	5. COA's Exit Conference FY 2024	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	5,000.00	5,000.00	0	
	6. Full Time Delivery Unit Meeting	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	15,000.00	15,000.00	0	
	7. ISO Stage 2 Audit	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	81,000.00	81,000.00	0	
	8. Mid-Year Performance Review and Action Planning	Administrative/Technical	No	NP-53.9 - Small Value Procurement	July	July	July	July	GoP	34,000.00	34,000.00	0	
	9. Participation to Inter-agency Activities	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	2,000.00	2,000.00	0	
	10. Quarterly Management Committee Meetings	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	2,000.00	2,000.00	0	
	11. Quarterly Updating on Fund Utilization, Assessment of Targets and Accomplishments	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	2,000.00	2,000.00	0	
	12. Workshop on Retooling Processes of Program Application	Administrative/Technical	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	2,000.00	2,000.00	0	
	13. Year-End Assessment and Target Setting	Administrative/Technical	No	NP-53.9 - Small Value Procurement	November	November	November	November	GoP	44,000.00	44,000.00	0	
	14. Year-End Conference with HEI Presidents	Administrative/Technical	No	NP-53.9 - Small Value Procurement	December	December	December	December	GoP	2,000.00	2,000.00	0	
	15. GAD Regional Summit / Conference	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	2,000.00	2,000.00	0	
	16. Seminar / Training on Gender Sensitivity	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	January	GoP	2,000.00	2,000.00	0	
	17. Seminar on GAD Data Analysis / Sex Disaggregated Data	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	January	GoP	2,000.00	2,000.00	0	
	18. Meeting with Caraga Federation of Tertiary Student Leaders' Meeting on January 17, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	2,000.00	2,000.00	0	
	18. Seminar on Genderizing the Curriculum, Research and Extension	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	2,000.00	2,000.00	0	
Total Amount										1,991,960.00	1,991,960.00		

Prepared by:


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Fund Availability:


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