

Commission on Higher Education
Caraga Administrative Region
Annual Procurement Plan (APP) 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	
50203010	Office Supplies												
	AIR FRESHENER, Aerosol type, 150g	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,200.00	2,200.00	0	
	ALCOHOL, Ethyl, 500 mL	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,700.00	2,700.00	0	
	Ballpen (Black)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	600.00	600.00	0	
	Bond Paper Short - Letter size	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Brother Refill Ink, BTD60 Black	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	2,350.00	2,350.00	0	
	Brother Refill Ink, BT5000 (Magenta, Cyan, Yellow)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,000.00	1,000.00	0	
	Brother Printer Refill Ink MFC-T Black	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,600.00	1,600.00	0	
	Brother Printer Refill Ink MFC-T800W Black	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,600.00	1,600.00	0	
	Brother Printer Refill Ink MFC-T800W Cyan	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,600.00	1,600.00	0	
	Brother Printer Refill Ink MFC-T800W Magenta	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,600.00	1,600.00	0	
	Brother Printer Refill Ink MFC-T800W Yellow	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,600.00	1,600.00	0	
	Canon Paper (short size: 8.5" x 11", gsm:85, color: Brilliant)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	15,000.00	15,000.00	0	
	Canon Paper A4	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,000.00	1,000.00	0	
	Canon Paper Legal	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,500.00	1,500.00	0	
	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	300.00	300.00	0	

	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	300.00	300.00	0	
	DATA FILE BOX, made of Chipboard, with close ends	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,750.00	1,750.00	0	
	Detergent Powder (1KL)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,500.00	1,500.00	0	
	DISINFECTANT SPRAY, Aerosol type, 500ml	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	2,800.00	2,800.00	0	
	Epson 003 (Black)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	600.00	600.00	0	
	Epson 664 (Black) Refill Ink	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	11,640.00	11,640.00	0	
	Epson 143 - Black - Ink Cartridge	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	3,000.00	3,000.00	0	
	Epson 143- Magenta - Ink Cartridge	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,400.00	1,400.00	0	
	Epson 143- Cyan - Ink Cartridge	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,400.00	1,400.00	0	
	Epson 143- Yellow - Ink Cartridge	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,400.00	1,400.00	0	
	Epson - 664 - Magenta	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	4,800.00	4,800.00	0	
	Epson - 664- Cyan	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	4,800.00	4,800.00	0	
	Epson - 664- Yellow	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	4,800.00	4,800.00	0	
	FILER with Ring Binder (Long Size)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	2,400.00	2,400.00	0	
	ENVELOPE, Size: Long, Color: Brown, Ordinary	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	4,800.00	4,800.00	0	
	FURNITURE CLEANER, Aerosol type, 300mL	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	520.00	520.00	0	
	Furniture Polish 180 ml	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,500.00	1,500.00	0	
	GLUE, all-purpose, 200 grams	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	338.00	338.00	0	

	HP GT53xl - Black	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,050.00	1,050.00	0	
	HP GT52 Ink set (Magenta, Yellow, Cyan) 70ml	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	2,100.00	2,100.00	0	
	Logbook/Records Book size: 8.5 x 11 inches 500 pages	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,000.00	1,000.00	0	
	MARKER, whiteboard, black, felt tip, bullet type	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	132.00	132.00	0	
	MARKER, whiteboard, blue, felt tip, bullet type	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	132.00	132.00	0	
	Mailing Envelope - white, 80gsm	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,840.00	1,840.00	0	
	Mobile Load Cards	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	3,600.00	3,600.00	0	
	Multi Insect Killer - Waterbased 600ml	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	3,440.00	3,440.00	0	
	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,669.00	1,669.00	0	
	Office Table (Big, for RD's use)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	2,100.00	2,100.00	0	
	Packaging Tape 2"; Color: Brown	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	500.00	500.00	0	
	Paper Binding Cover Morocco Board; Letter size	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,000.00	1,000.00	0	
	PAPER CLIP, vinyl/plastic coat, length: 32mm min	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	894.00	894.00	0	
	PAPER CLIP, vinyl/plastic coat, length: 48mm min	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,062.00	1,062.00	0	
	PAPER, MULTICOPY A4, 500 sheets per ream	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	13,440.00	13,440.00	0	
	PAPER, MULTICOPY LEGAL, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	16,980.00	16,980.00	0	
	PENCIL, lead, w/ eraser, wood cased, hardness: HB	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	420.00	420.00	0	
	Post-it Flag - Sign Here	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	700.00	700.00	0	

	Photo Paper	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	500.00	500.00	0	
	PVC Cover; Letter size (Clear)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,200.00	1,200.00	0	
	RECORD BOOK, 500 PAGES	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	750.00	750.00	0	
	SCISSORS, symmetrical, blade length: 65mm min	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	150.00	150.00	0	
	Scotch Tape 1 inch x 50m	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	400.00	400.00	0	
	SIGN PEN, liquid or gel, (.5 ink black)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	2,085.00	2,085.00	0	
	SIGN PEN, liquid or gel, (.5 ink blue)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	2,085.00	2,085.00	0	
	SIGN PEN, liquid or gel, (.5 ink red)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	700.00	700.00	0	
	SIGN PEN, liquid or gel, (.7 ink black)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	920.00	920.00	0	
	SIGN PEN, liquid or gel, (.7 ink blue)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	345.00	345.00	0	
	SIGN PEN, liquid or gel, (1.0 ball point ink blue)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,100.00	1,100.00	0	
	SIGN PEN, liquid or gel, (1.0 ball point ink black)	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	2,388.00	2,388.00	0	
	STAMP PAD INK, purple or violet	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	150.00	150.00	0	
	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	162.00	162.00	0	
	STAPLE REMOVER, PLIER-TYPE	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	108.00	108.00	0	
	STAPLE WIRE, standard	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,400.00	1,400.00	0	
	STAPLER, big, heavy duty, with remover	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	1,000.00	1,000.00	0	
	Sticker Paper	Administrative/ Technical	No	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	February	March	March	March	GoP	250.00	250.00	0	

Advocacy Poloshirt (GAD or 18-day Campaign to End VAWC and International Day Against Trafficking Advocacy Shirt)	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 (Organic Air Freshener) - 42g	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	29,000.00	29,000.00		
Printing of the CHED Annual Report/Statistical Bulletin for 2022	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	10,300.00	10,300.00	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	
	Masking Tape	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	400.00	400.00	0	
	Bleach, Original	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,200.00	1,200.00	0	
	Magnetic Switch 2HP	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	4,300.00	4,300.00	0	
	Electric Wire #12	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	400.00	400.00	0	
	Advocacy Material: Desk Calendar	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	3,250.00	3,250.00	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	
	Lei cloth	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	1,500.00	1,500.00	0	
	Ribbon	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	450.00	450.00	0	
	Illustration Board 1 whole sheet	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	100.00	100.00	0	
	Glue gun stick	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	100.00	100.00	0	
	Tarpaulin for Organizational Structure size 122cm height x 153 cm length.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	600.00	600.00	0	
	Tarpaulin Printing (4ft x 8ft) For backdrop of ISO 9001:2015 Stage Certification Audit on January 8-9, 2024	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	1,600.00	1,600.00	0	
	Tarpaulin (1.5ft x 14 ft) for Bagong Pilipinas Serbisyo Fair	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	630.00	630.00	0	
	Tarpaulin (2.75 x 6.5) for Bagong Pilipinas Serbisyo	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	350.00	350.00	0	
	Tarpaulin (4 ft. x 8 ft.) for Bagong Pilipinas Serbisyo Fair	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	2,940.00	2,940.00	0	
	Brochure for Scholarship Tri-fold Design for Bagong Pilipinas Serbisyo Fair	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	9,000.00	9,000.00	0	
	Mock Check (5ft x 2ft) for Bagong Pilipinas Serbisyo Fair	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	1,500.00	1,500.00	0	
	Tarpaulin for Standee (6.5 ft x 2.75 ft) for Bagong Pilipinas Serbisyo Fair	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	1,050.00	1,050.00	0	
	Customized Polo Shirt with CHED and Bagong Pilipinas Logo	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	16,900.00	16,900.00	0	
	Wooden Frame with glass cover, size: A3	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	1,000.00	1,000.00	0	
	Wooden Frame Certificate (A4 Size)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	1,500.00	1,500.00	0	
	Storage box - 120 ltrs.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	15,000.00	15,000.00	0	
	Genset Battery 11 plates & 12 volts	Administrative/Technical	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	17,000.00	17,000.00	0	
	Jersey Shirt Full Sublimation, Color: Rust	Administrative/Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	20,250.00	20,250.00	0	
	Advocacy Fan	Administrative/Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	12,000.00	12,000.00	0	

	Mobile Load Cards - Project Based Programs	Administrative/Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	55,600.00	55,600.00	0	
	LAPTOP - for Sports Coordinator	Administrative/Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	49,500.00	49,500.00	0	
	Portable Speaker with Wireless Microphone	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	50,000.00	50,000.00	0	
	Laptop -for PTS III IZN Secretariat	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	49,999.00	49,999.00	0	
	Collapsible Tent	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	20,000.00	20,000.00	0	
	Television	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	50,000.00	50,000.00	0	
	Coffee Percolator	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	6,500.00	6,500.00	0	
	Pull-up Banner	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	4,000.00	4,000.00	0	
	Computer Monitor	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	6,500.00	6,500.00	0	
	Power sprayer hose standard size (8.5mm) 20 meters	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	900.00	900.00	0	
	Stainless Steel Sponges (6 Pieces)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	250.00	250.00	0	
	Air cock with nut	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	200.00	200.00	0	
	Marine Plywood 18mm (3/4)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	27,000.00	27,000.00	0	
	Nails - #2	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	600.00	600.00	0	
	Cabinet Door Handle	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	500.00	500.00	0	
	Stainless steel door hinge with screw (bisagra) (1x3)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	1,500.00	1,500.00	0	
	Paint (Primer)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	1,800.00	1,800.00	0	
	Gloss (Light Blue)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	900.00	900.00	0	
	Anti-Termite (Wood preservative) (Clear)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	2,000.00	2,000.00	0	
	Printer (Print, copy, scan, WIFI Direct) for Sports Coordinator	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	11,000.00	11,000.00	0	
5020101000	Traveling Expenses											0	
	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	
	Van Rental	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	50,000.00	50,000.00	0	
	Transportation/Airfare (Manila to Butuan and vice versa) For the conduct of Regional Coordinators Orientation on UAQTE 2024 on March 24-26, 2024.	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	70,000.00	70,000.00	0	
	Transportation/Airfare (Manila to Butuan and vice versa) For the participation of UniFAST and CHED Central office during the Bagong Pilipinas Serbisyo Fair on March 22-23, 2024.	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	64,000.00	64,000.00	0	

	Transportation (March 25-27, 2024) for the conduct of the CHEDRO-OPSD Joint Evaluation visit for the MS Engineering, MS/PhD Mathematics, MS Biology of Caraga State University - Main Campus (CSU-Main) and MS Computer Science of CSU- Cabadbaran Campus on March 24-27, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	33,000.00	33,000.00	0	
	Van Rental (Butuan-Bislig) vice versa For the conduct of Onsite Monitoring on the implementation of UAQTE Program at Andres Soriano College of Bislig on March 26, 2024	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	8,000.00	8,000.00	0	
	Van Rental - 10 seaters (w/ head rest), with provision of driver and fuel from May 1-4, 2024 for the conduct of the Ocular Visit of CHEDRO-OPSD Joint Evaluation to Southway College of Technology (SOCOTECH) and Saint Theresa College of Tandag, Inc. (STCI) for the BS Nursing program application May 1-4, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	35,000.00	35,000.00	0	
	Van Rental (14 seaters with air condition) May 27-28, 2024 (1 van) for the conduct of Higher Education Caravan 2024 in Bislig City.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	35,000.00	35,000.00	0	
	Transportation/Airfare for CHEDCO Personnel in participation for Bagong Pilipinas Serbisyo Fair at Bislig City.	Administrative/Technical	No	Direct Contracting	June	June	June	June	GoP	80,000.00	80,000.00	0	
	Van Rental for CHEDCO and CHEDRO Personnel in participation for Bagong Pilipinas Serbisyo Fair at Bislig City.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	18,000.00	18,000.00	0	
	Van Rental for two (2) days (July 2-3, 2024)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	11,000.00	11,000.00	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	
502050000	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	
502119900	Other Professional Expenses												
	GAD Regional Summit / Conference (Speakers Honoraria)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	0	
	Seminar / Training on Gender Sensitivity	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	0	
	Seminar on GAD Data Analysis/ Sex Disaggregated Data (Speakers Honoraria)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	0	

	Seminar on Genderizing the Curriculum, Research and Extension (Speakers Honoraria)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	0	
5021003000	Extraordinary and Miscellaneous Expenses												
	Payment for Regional Director's Extraordinary and Miscellaneous expenses	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	136,000.00	136,000.00	0	
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	
	Laundry Service Fee for Table and Chair Cover	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	900.00	900.00	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	-	-	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	1,884.00	1,884.00	0	
	c. Automated SMS Notification of disbursement	Administrative/Technical	No	NP-53.9 - Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	-	-	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	-	-	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	-	-	0	
	f. Virtual Private Server Plan 5, Technical Specs: 6 Cores	Administrative/Technical	No	NP-53.9 - Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	28,116.00	28,116.00	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	68,300.00	68,300.00	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	
	e. Repair of Generator Set (installation of battery and hose connector to the fuel tank)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	10,000.00	10,000.00	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 - Admin and Technical Office	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	5,600.00	5,600.00	0	
	c. Cleaning Aircon - UNIFAST, SIKAP, CMSP Office	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	5,750.00	5,750.00	0	
	d. Repair of Generator Set (installation of battery and hose connector to the fuel tank)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	10,000.00	10,000.00	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	79,000.00	79,000.00	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	
	e. Labor-radiator overhaul plate #SHJ756	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	2,000.00	2,000.00	0	
	f. Change Tire and valve	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	600.00	600.00	0	
5021501001	Taxes, Duties and Licenses												
	Vehicle Registration of Innova and Adventure and other	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	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												
	Insurance for CHED Building, equipment, Personnel,	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		6,750.00	6,750.00	0	
	b. Printing of the CHED Annual Report/Statistical Bulletin for 2024	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January		5,000.00	5,000.00	0	
	c. PADS Innovative Awards Tarpaulin 5x7	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January		600.00	600.00	0	
	d. Tarpaulin (4ft x 8ft) in celebration of Bayang Digital 2024 National ICT Month	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January		500.00	500.00	0	
	e. Tarpaulin for the Second Quarter Nationwide Simultaneous Earthquake Drill on June 28, 2024 (6width x 3 height)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January		350.00	350.00	0	
	f. Tarpaulin for the National Disaster Resilience Month 2024. "Bantayog ng katatagan at ang pagbubukod sa layuning kahandaan." (6width x 3 height)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January		350.00	350.00	0	
	g. Tarpaulin for the 50th National Nutrition Month Celebration July 2024 (6 width x 3 height)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January		350.00	350.00	0	
5029903000	Representation Expenses												
	Procurement of Catering Services for the following												
	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	
	PRAISE	Administrative/Technical	No	NP-53.9 - Small Value Procurement	December	December	December	December	GoP	150,000.00	150,000.00	0	
	Prizes	Administrative/Technical	No	NP-53.9 - Small Value Procurement	December	December	December	December	GoP	12,000.00	12,000.00	0	
	COA's Entrance Conference FY 2024	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	5,000.00	5,000.00	0	
	COA's Exit Conference FY 2023	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	5,000.00	5,000.00	0	
	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	
	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	
	Mid-Year Performance Review and Action Planning	Administrative/Technical	No	NP-53.9 - Small Value Procurement	July	July	July	July	GoP	13,750.00	13,750.00	0	
	FINALIZATION OF OPCR FOR FY 2024 AND PREPARATION OF IPCR TARGET 1ST SEMESTER FY 2024 ON FEBRUARY 14, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	20,250.00	20,250.00	0	
	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	

	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	
	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	
	Workshop on Retooling Processes of Program Application and M&E visit cum: RQAT Assembly	Administrative/Technical	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	2,000.00	2,000.00	0	
	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	
	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	
	CHEDRO Participation in the 2024 National Women's Month Celebration March 1-31, 2024 (Kick-off activity March 1, 2024).	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	4,000.00	4,000.00	0	
	Seminar on GAD Data Analysis / Sex Disaggregated Data	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	2,000.00	2,000.00	0	
	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	
	Participation of UNIFAST and CHED Central office during the Bagong Pilipinas Serbisyo Fair on March 22-23,	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	21,000.00	21,000.00	0	
	Conduct of Regional Coordinators Orientation on UAQTE 2024 on March 24-26, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	82,200.00	82,200.00	0	
	Conduct of the CHEDRO-OPSD Joint Evaluation visit for the MS Engineering, MS/PhD Mathematics, MS Biology of Caraga State University - Main Campus (CSU-Main) and MS Computer Science of CSU- Cabadbaran Campus on March 24-27, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	170,800.00	170,800.00	0	
	HEI Presidents who will visit the Higher Education Booth during the Bagong Pilipinas Serbisyo Fair on March 22, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	4,000.00	4,000.00	0	
	Fun Kwentuhan with Chairperson for the conduct of Bagong Pilipinas Serbisyo Fair on March 22, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	12,500.00	12,500.00	0	
	Conduct of Onsite Monitoring on the implementation of UAQTE Program at Andres Soriano College of Bislig on March 26, 2024	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	5,000.00	5,000.00	0	
	Prizes for the short quizzes during the Reorientation on the UAQTE Process for UNIFAST Caraga Regional Directors	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	1,539.00	1,539.00	0	
	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	
	Conduct of Higher Education Caravan 2024 in Bislig City, Surigao del Sur on May 28, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	159,000.00	159,000.00	0	
	Conduct of the Ocular Visit of CHEDRO-OPSD Joint Evaluation to Southway College of Technology (SOCOTECH) and Saint Theresa College of Tandag, Inc. (STCI) for the BS Nursing program application May 1-4, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	81,400.00	81,400.00	0	
	Conduct of Bagong Pilipinas Serbisyo Fair on June 21-22, 2024 at Bislig City	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	51,000.00	51,000.00	0	
	Conduct of Anti-illegal Drugs Monitoring visit in North Eastern Mindanao State University Cantilan Campus, Cantilan, Surigao del Sur on July 3, 2024	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	6,000.00	6,000.00	0	
	Caraga Federation of Tertiary Student Leaders' Meeting on January 17, 2024 at CHED Caraga.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	2,000.00	2,000.00	0	

	Human Resource Merit and Selection Board and Secretariat relative to the conduct of the written examination, interview and deliberation of applicants for the vacant Supervising Administrative Officer and Accountant III on July 2-4, 2024.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	67,300.00	67,300.00	0	
Total Amount										3,764,768.00	3,764,768.00		

Prepared by:

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ANGEL A. ASIS
 Administrative Aide VI

Fund Availability:

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GESELLE M. FRANCISCO, CPA
 OIC, Chief Administrative Officer/Budget Officer Designate

Approved by:

Alma Sy-Patron
ALMA SY-PATRON, RSW, MSW, LI.B.
 OIC, Director IV