



Commission on Higher Education
Caraga Administrative Region
Indicative Annual Procurement Plan (APP) NON-CSE for FY 2025

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 &	Administrative/ Technical								10,000.00	10,000.00	0	-
	b. Payment to other L&D delivering Institutions	Administrative/ Technical	No	Direct Contracting	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	Administrative	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	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	400.00	400.00	0	
	ab. Guaifenesin 200mg softgel capsule	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	400.00	400.00		
	ac. Lozartan 50 + Amlodipine 5mg	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	400.00	400.00	0	
	ad. Ibuprofen	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	400.00	400.00		
	ae. Ambroxol	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	400.00	400.00	0	
50203090	Fuel, oil and lubricants												
	Fuel, oil and lubricants	Administrative	No	NP-53.9 - Direct Retail Purchase	January	January	January	January	GoP	134,000.00	134,000.00	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	28,000.00	28,000.00	0	
	Bulb 15 watts	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,500.00	2,500.00	0	
	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	0	
	Disinfectant Spray - 400gsm	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	3,000.00	3,000.00	0	
	Extension Wire/Cord 4 gang, 5 meters	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00	0	
	GAD Corner	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,000.00	5,000.00	0	
	LED Light 40 watts	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,000.00	5,000.00	0	
	Liquid Bleach	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00	0	
	LPG Tank	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,000.00	5,000.00	0	
	Mop Head, Microfiber, Heavy-Duty, 16 X 5	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Mop with handle Heavy-Duty, Microfiber, 16 X 5	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00	0	
	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	2,000.00	2,000.00	0	
	Office Table with side cabinet, wooden type	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	8,500.00	8,500.00	0	
	Plaques and Certificates	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	10,000.00	10,000.00	0	
	Steering wheel cover	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Spin mop refill 03 refill	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Storage box - 120 ltrs.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	7,000.00	7,000.00	0	
	Teflon Tape	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	500.00	500.00	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	
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	30,000.00	30,000.00	0	-
	b. Travel Claims with Per Diems - Employees	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	160,000.00	160,000.00	0	
	c. Per Diem (Initial Permit/CPA Applications)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	160,000.00	160,000.00	0	

	d. Per Diem (Government Recognition Applications)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	80,000.00	80,000.00	0
	e. Per Diem (COPC Applications)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	80,000.00	80,000.00	0
	f. Per Diem (Institutional Monitoring Visits)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	80,000.00	80,000.00	0
	g. Van Rental	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	30,000.00	30,000.00	0
5029904000	Transportation and Delivery Expenses											
	a. Transportation and Delivery Expense	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	30,000.00	30,000.00	0
5020401000	Water Expenses											
	a. Office water supply	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	0
	b. Office mineral water supply in Gallon	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	10,000.00	10,000.00	0
5020402000	Electricity Expenses											
	a. Electricity services	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	180,000.00	180,000.00	0
5020500000	Communication Expenses											
5020501000	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	5,000.00	5,000.00	0
5020502000	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	68,000.00	68,000.00	0
5020503000	Internet Subscription Expenses											
	Payment for Internet services	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	21,000.00	21,000.00	0
5021101000	Legal Services											
	a. Notarial services	Administrative/Technical	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP			
5021199000	Other Professional Expenses											
	Cost of Service Salaries and Wages											
	a. Records Staff (S.O. & CAV) SG 3	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	415,000.00	415,000.00	0
	b. COA's Staff (SG 3)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	207,500.00	207,500.00	0
	c. Utility Staff (SG 1)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	180,000.00	180,000.00	0
	d. Driver Staff (SG 1)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	180,000.00	180,000.00	0
	e. RQAT Honorarium	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00	0
	f. Other learning and development facilitator	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	0
	g. Seminar on GAD Data Analysis/ Sex Disaggregated Data	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0
5021003000	Extraordinary and Miscellaneous Expenses											
	Payment for Regional Director's Extraordinary and	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	350,000.00	350,000.00	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		-	
5029907000	Subscription Expenses											
	a. Unlimited ink with printer	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	71,500.00	71,500.00	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	10,000.00	10,000.00	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	15,000.00	15,000.00	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	10,000.00	10,000.00	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
	f. Virtual Private Server Plan 5, Technical Specs: 6 Cores CPU,	Administrative/Technical	No	NP-53.9 - Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00	0
5029900000	Other Maintenance and Operating Expenses	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	25,000.00	25,000.00	0
5029905004	Rents - Equipment											
	b. Rental of other Equipment	Administrative/Technical										
5021304000	Repair and Maintenance of Office Building and Other											
	a. Procurement of materials and labor repainting of CHED	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	50,000.00	50,000.00	0
	b. Procurement of materials and labor repair for Generator	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	30,000.00	30,000.00	0
	c. Other office repair and maintenance	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	20,000.00	20,000.00	0

5021305000	Repairs and Maintenance - Machinery and Equipment												
	a. Procurement of services for repairs of aircon, printer,	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	10,000.00	10,000.00	0	
	b. Cleaning Aircon	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	10,000.00	10,000.00	0	
5021307000	Repairs and Maintenance - Furnitures and Fixtures												
	a. Repairs and maintenance of Office furnitures and fixtures	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	5,000.00	5,000.00	0	
5021306001	Repairs and Maintenance -Motor Vehicles												
	a. Procurement of services for CHED vehicle repairs and	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	65,000.00	65,000.00	0	
	b. Tire 205/65 R15 (Innova & Adventure)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	10,000.00	10,000.00	0	
	c. Tire 185 R 14C	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	10,000.00	10,000.00	0	
	d. Tire Valve/Pito Tubeless	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	5,000.00	5,000.00	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	GoP	5,000.00	5,000.00	0	
5021502000	Fidelity Bond Premium												
	Payment for the Fidelity Bond for Accountable Officer and	Administrative/Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	GoP	45,000.00	45,000.00	0	
5021503000	Insurance Expenses												
	a. Insurance for CHED Building, equipment, Personnel,	Administrative/Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	GoP	120,000.00	120,000.00	0	
5029902000	Printing and Publication Expenses												
	a. Tarpaulin/Banner	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	2,500.00	2,500.00	0	
	b. Printing of the CHED Annual Report/Statistical Bulletin for	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	2,500.00	2,500.00	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	100,000.00	100,000.00	0	
	3. Prizes	Administrative/Technical	No	NP-53.9 - Small Value Procurement	December	December	December	December	GoP	26,000.00	26,000.00	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	57,000.00	57,000.00	0	
	8. Mid-Year Performance Review and Action Planning	Administrative/Technical	No	NP-53.9 - Small Value Procurement	July	July	July	July	GoP	2,000.00	2,000.00	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	2,000.00	2,000.00	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	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	2,000.00	2,000.00	0	
	19. Retirement Ceremony of CHED Chief Education Program Specialist	Administrative/Technical	No	NP-53.9 - Small Value Procurement	July	July	July	July	GoP	50,000.00	50,000.00	0	
	20. Civil Service Celebration and Family Day for Employees	Administrative/Technical	No	NP-53.9 - Small Value Procurement	September	September	September	September	GoP	2,000.00	2,000.00	0	
	21. Spiritual Enhancement	Administrative/Technical	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	2,000.00	2,000.00	0	
	23. Installation of newly appointed director.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	35,000.00	35,000.00	0	

	24. 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	
	25. CHED Caraga Celebration on its 31st Anniversary	Administrative/Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	2,000.00	2,000.00	0	
Total Amount										3,738,500.00	3,738,500.00		

Prepared by:


ANGELIA A. ASIS
 Administrative Aide VI

Fund Availability:


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

Approved by:


ALMA SY-PATRON, PhD, RSW,
 OIC, Director IV

154,500.00