

**Commission on Higher Education**  
**Caraga Administrative Region**  
**Annual Procurement Plan (APP) 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	
50203010	Office Supplies												
	AIR FRESHENER, Aerosol type, 150g	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	ALCOHOL, Ethyl, 500 mL	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Ballpen (Black)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	1,000.00	1,000.00	0	
	Bond Paper Short	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	3,000.00	3,000.00	0	
	Brother Refill Ink, BTD60 Black	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Brother Refill Ink, BT5000 (Magenta, Cyan, Yellow)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Brother Printer Refill Ink MFC-T Black	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Brother Printer Refill Ink MFC-T800W Black	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Brother Printer Refill Ink MFC-T800W Cyan	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Brother Printer Refill Ink MFC-T800W Magenta	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Brother Printer Refill Ink MFC-T800W Yellow	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Canon Paper (short size: 8.5" x 11", gsm:85, color: Brilliant )	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	10,000.00	10,000.00	0	
	Canon Paper Legal	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	1,000.00	1,000.00	0	
	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0	
	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0	
	DATA FILE BOX, made of Chipboard, with close ends	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	3,000.00	3,000.00	0	
	DISINFECTANT SPRAY, Aerosol type, 500ml	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Epson 003 (Black)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Epson 664 (Black) Refill Ink	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Epson - 664- Magenta	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Epson - 664- Cyan	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Epson - 664- Yellow	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	FILER with Ring Binder (Long Size)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	8,400.00	8,400.00	0	
	ENVELOPE, Size: Long, Color: Brown, Ordinary	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	FURNITURE CLEANER, Aerosol type, 300mL	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Furniture Polish 180 ml	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	GLUE, all-purpose, 200 grams	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0	
	HP GT53xl - Black	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	HP GT52 Ink set (Magenta, Yellow, Cyan) 70ml	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	500 pages	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	MARKER, Permanent, Black	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0	
	MARKER, Permanent, Blue	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0	
	Mailing Envelope - white, 80gsm	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	Mobile Load Cards	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	3,600.00	3,600.00	0	
	Multi Insect Killer - Waterbased 600ml	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	1,000.00	1,000.00	0	
	Packaging Tape 2"; Color: Brown	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0	
	Letter size	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0	
	PAPER CLIP, vinyl/plastic coat, length: 32mm min	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0	



	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0
	PAPER, MULTICOPY A4, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	15,000.00	15,000.00	0
	PAPER, MULTICOPY LEGAL, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	10,000.00	10,000.00	0
	PENCIL, lead, w/ eraser, wood cased, hardness: HB	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	1,000.00	1,000.00	0
	Post-it Flag - Sign Here	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	1,000.00	1,000.00	0
	Photo Paper	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	PVC Cover; Letter size (Clear)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	RECORD BOOK, 500 PAGES	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	SCISSORS, symmetrical, blade length: 65mm min	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	SIGN PEN, liquid or gel, (.5 ink black)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0
	SIGN PEN, liquid or gel, (.5 ink blue)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,500.00	2,500.00	0
	SIGN PEN, liquid or gel, (.5 ink red)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	SIGN PEN, liquid or gel, (.7 ink black)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	SIGN PEN, liquid or gel, (.7 ink blue)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	SIGN PEN, liquid or gel, (1.0 ball point ink blue)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	SIGN PEN, liquid or gel, (1.0 ball point ink black)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	STAPLE WIRE, standard	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0
	STAPLER, big, heavy duty, with remover	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	Sticker Paper	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	3,000.00	3,000.00	0
	Tape, Dispenser, table top	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	1,000.00	1,000.00	0
	Tape, Electrical	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	TAPE, masking, 24mm	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0
	TAPE, transparent, 24mm	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0
	Thermal Paper, Width: 57mm, Diameter: 60mm (QMS)	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	Toilet Tissue Paper, 2ply	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	3,000.00	3,000.00	0
	Ring Binder, Plastic, 1"	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	4,000.00	4,000.00	0
	Ring Binder, Plastic, 3/4"	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0
	USB 16 GB	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	500.00	500.00	0
<b>50202010</b>	<b>Training Expenses</b>	Administrative/ Technical	No	NP-53.9 - Agency to Agency	February	March	March	March	GoP	2,000.00	2,000.00	0
	a. Payment to Civil Service Commission (CSC) (Learning &	Administrative/ Technical	No	Direct Contracting								
	b. Payment to other L&D delivering Institutions	Administrative/ Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0
<b>50203020</b>	<b>Accountable Forms Expenses</b>				N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	0
	a. Procurement of checkbooks at the Landbank of the	Administrative	No	NP-53.9 - Agency to Agency					GoP	5,000.00	5,000.00	0
<b>50203070</b>	<b>Drugs and Medicines Expenses</b>				N/A	N/A	N/A	N/A	GoP			
	a. Procurement of medicine & vitamins											
	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	0
	ac. Losartan 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	0
	ae. Ambroxol	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	400.00	400.00	0
<b>50203090</b>	<b>Fuel, oil and lubricants</b>	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	400.00	400.00	0
	Fuel, oil and lubricants	Administrative	No	NP-53.9 - Direct Retail Purchase	January	January	January	January	GoP	134,000.00	134,000.00	0
<b>50203990</b>	<b>Other Supplies and Materials Expense</b>											
	Advocacy Poloshirt (GAD or 18-day Campaign to End VAWC	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	12,500.00	12,500.00	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



	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	2,000.00	2,000.00	0
	Plaques and Certificates	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	8,500.00	8,500.00	0
	Steering wheel cover	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	10,000.00	10,000.00	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
	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
<b>5020101000</b>	<b>Traveling Expenses</b>											
	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
<b>5029904000</b>	<b>Transportation and Delivery Expenses</b>											
	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
<b>5020401000</b>	<b>Water Expenses</b>											
	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
<b>5020402000</b>	<b>Electricity Expenses</b>											
	a. Electricity services	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	180,000.00	180,000.00	0
<b>5020500000</b>	<b>Communication Expenses</b>											
<b>5020501000</b>	<b>Postage and Courier Services</b>											
	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
<b>5020502000</b>	<b>Telephone</b>											
	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
<b>5020503000</b>	<b>Internet Subscription Expenses</b>											
	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
<b>5021101000</b>	<b>Legal Services</b>											
	a. Notarial services	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
<b>5021199000</b>	<b>Other Professional Expenses</b>											
	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	456,000.00	456,000.00	0
	b. COA's Staff (SG 1)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	202,000.00	202,000.00	0
	c. Utility Staff (SG 1)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	202,000.00	202,000.00	0
	d. Procurement Staff (SG 6)	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	272,000.00	272,000.00	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
<b>5021003000</b>	<b>Extraordinary and Miscellaneous Expenses</b>											
	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
<b>5021203000</b>	<b>Security Services</b>											
	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
<b>5021299099</b>	<b>Other General Services</b>											
	Job Order Services	Administrative/Technical	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0



5029907000	<b>Subscription Expenses</b>																		
	a. Unlimited ink with printer																		
5029907099	<b>Other Subscriptions Expenses</b>	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	71,500.00	71,500.00	0							
	a. SMS Credits for CAV																		
	b. Virtual Server and Zoom Subscription	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							
	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	15,000.00	15,000.00	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	10,000.00	10,000.00	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	2,500.00	2,500.00	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	5,000.00	5,000.00	0							
5029900000	<b>Other Maintenance and Operating Expenses</b>																		
5029905004	<b>Rents - Equipment</b>	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	30,000.00	30,000.00	0							
	b. Rental of other Equipment									25,000.00	25,000.00	0							
5021304000	<b>Repair and Maintenance of Office Building and Other</b>																		
	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	<b>Repairs and Maintenance - Machinery and Equipment</b>																		
	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	<b>Repairs and Maintenance - Furnitures and Fixtures</b>																		
	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	<b>Repairs and Maintenance -Motor Vehicles</b>																		
	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	<b>Taxes, Duties and Licenses</b>																		
	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	<b>Fidelity Bond Premium</b>																		
	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	GoP	20,000.00	20,000.00	0							
5021503000	<b>Insurance Expenses</b>																		
	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	70,000.00	70,000.00	0							
5029902000	<b>Printing and Publication Expenses</b>																		
	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	<b>Representation Expenses</b>																		
	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	1,500.00	1,500.00	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. Conduct the 2025 Office Planning Activity on January 22 & 27, 2025 at Function Hall, CHED Caraga Regional Office, Butuan City.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	December	December	December	December	GoP	18,600.00	18,600.00	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							
	7. ISO Stage 2 Audit	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	158,000.00	158,000.00	0							
	8. Mid-Year Performance Review and Action Planning	Administrative/Technical	No	NP-53.9 - Small Value Procurement	July	July	July	July	GoP	1,000.00	1,000.00	0							
	9. Participation to Inter-agency Activities	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	1,000.00	1,000.00	0							
	12. Workshop on Retooling Processes of Program Application	Administrative/Technical	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	1,000.00	1,000.00	0							
	13. Year-End Assessment and Target Setting	Administrative/Technical	No	NP-53.9 - Small Value Procurement	November	November	November	November	GoP	1,000.00	1,000.00	0							
	14. Year-End Conference with HEI Presidents	Administrative/Technical	No	NP-53.9 - Small Value Procurement	December	December	December	December	GoP	1,000.00	1,000.00	0							



15. GAD Regional Summit / Conference	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	1,000.00	1,000.00	0
16. Seminar / Training on Gender Sensitivity	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	January	GoP	1,000.00	1,000.00	0
17. Seminar on GAD Data Analysis / Sex Disaggregated Data	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	March	March	January	GoP	1,000.00	1,000.00	0
19. Conduct a Year-end Financial Review and Reconciliation on January 15, 2025.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	6,000.00	6,000.00	0
20. Civil Service Celebration and Family Day for Employees	Administrative/Technical	No	NP-53.9 - Small Value Procurement	September	September	September	September	GoP	1,000.00	1,000.00	0
21. Spritual Enhancement	Administrative/Technical	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	1,000.00	1,000.00	0
22. Seminar on Genderizing the Curriculum, Research and Extension	Administrative/Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	1,000.00	1,000.00	0
23. Conduct of New Leadership, New Vision: Staff Meeting with the Appointed Director on January 16, 2025.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	18,900.00	18,900.00	0
24. CHED Caraga Celebration on its 31st Anniversary	Administrative/Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	1,000.00	1,000.00	0
<b>Total Amount</b>									<b>3,893,000.00</b>	<b>3,893,000.00</b>	

Prepared by:

  
**ANGEL A. ASIS, MM-CAR**  
 Administrative Aide VI

Fund Availability:

  
**NOEME ROSE D. MANI, MM, CPA**  
 OIC, Chief Administrative Officer

Approved by:

  
**NELIA A. ALIBIN, PhD**  
 Director IV