



Republic of the Philippines
 Department of Education
 National Capital Region

SCHOOLS DIVISION OFFICE OF VALENZUELA CITY
 Annual Procurement Plan for FY 2025 (NON-CSE)

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE/GASS	HRTD	
103001000100000 - General Management and Supervision												
OC-25-6436-GASS-001	Payment of services											
AC-25-6436-GASS-001	Mobile Communication Expenses	SDO-Val.	Direct Contracting	January to December 2025				GASS	481,200.00	481,200.00		payment of services
AC-25-6436-GASS-003	Landline	SDO-Val.	Direct Contracting	January to December 2025				GASS	252,000.00	252,000.00		
AC-25-6436-GASS-004	Internet Subscription	SDO-Val.	Direct Contracting	January to December 2025				GASS	420,000.00	420,000.00		
AC-25-6436-GASS-005	Water Expenses	SDO-Val.	Direct Contracting	January to December 2025				GASS	300,000.00	300,000.00		
Total Amount									1,453,200.00	1,453,200.00		
Repair and Maintenance												
OC-25-6436-GASS-002	Serviceable Motor Vehicle and Equipments											
AC-25-6436-GASS-002	Repair of Motor Vehicle and Equipments	SDO-Val.	NP-Small Value Procurement	January to December 2025				GASS	307,000.00	307,000.00		Repair & Maintenance
AC-25-6436-GASS-006	Repair & Maintenance - Machinery	SDO-Val.	NP-Small Value Procurement	January to December 2025				GASS	15,000.00	15,000.00		
AC-25-6436-GASS-007	Repair and Maintenance of Office Equipment	SDO-Val.	NP-Small Value Procurement	January to December 2025				GASS	81,000.00	81,000.00		
AC-25-6436-GASS-008	Repair & Maintenance of ICT Equipment	SDO-Val.	NP-Small Value Procurement	January to December 2025				GASS	15,000.00	15,000.00		
Total Amount									418,000.00	418,000.00		
Taxes, Insurances Premiums												
OC-25-6436-GASS-003	Renewal of Insurance and Licences											
AC-25-6436-GASS-009	Taxes & Licenses	SDO-Val.	Direct Contracting	January to December 2025				GASS	5,000.00	5,000.00		Taxes, Insurances Premiums
AC-25-6436-GASS-010	Insurance	SDO-Val.	Direct Contracting	January to December 2025				GASS	10,000.00	10,000.00		
AC-25-6436-GASS-011	Renewal of Fidelity Bond	SDO-Val.	Direct Contracting	January to December 2025				GASS	111,450.00	111,450.00		
Total Amount									126,450.00	126,450.00		
General Services												
OC-25-6436-GASS-004	Services rendered											
AC-25-6436-GASS-012	Personnel - Labor and Wages	SDO-Val.	NP-Small Value Procurement	January to December 2025				GASS	350,560.00	350,560.00		General Services
AC-25-6436-GASS-013	Other Professional Services	SDO-Val.	NP-Small Value Procurement	January to December 2025				GASS	1,402,240.00	1,402,240.00		
Total Amount									1,752,800.00	1,752,800.00		

	Supplies, Materials & Equipment Expenses								
OC-25-6436-GASS-005	Delivered Supplies , Materials and Equipments								
AC-25-6436-GASS-014	Procurement of Office Supplies	SDO-Val.	Shopping/NP-SVP	January to December 2025	GASS	800,000.00	800,000.00		Supplies, Materials & Equipment Expenses
AC-25-6436-GASS-015	Procurement of Other Supplies and materials	SDO-Val.	Shopping/NP-SVP	January to December 2025	GASS	1,105,160.00	1,105,160.00		
AC-25-6436-GASS-016	Other Machinery and Equipment	SDO-Val.	Shopping/NP-SVP	January to December 2025	GASS	41,000.00	41,000.00		
AC-25-6436-GASS-017	Procurement of Semi-Expandable Furniture and Fixture	SDO-Val.	Shopping/NP-SVP	January to December 2025	GASS	41,000.00	41,000.00		
Total Amount						1,987,160.00	1,987,160.00		
	Other Maintenance and Operating Expenses								
OC-25-6436-GASS-006	Procured Other supplies								
AC-25-6436-GASS-018	Auditing Services	SDO-Val.	NP-Small Value Procurement	January to December 2025	GASS	50,000.00	50,000.00		Other Maintenance and Operating Expenses
AC-25-6436-GASS-019	Advertising Expenses	SDO-Val.	NP-Small Value Procurement	January to December 2025	GASS	29,000.00	29,000.00		
AC-25-6436-GASS-020	Postage and Courier Services	SDO-Val.	NP-Small Value Procurement	January to December 2025	GASS	5,000.00	5,000.00		
Total Amount						84,000.00	84,000.00		
	Management Services								
OC-25-6436-GASS-007	Travelling expenses								
AC-25-6436-GASS-021	Reimbursement of gasoline/toll	SDO-Val.	NP-Small Value Procurement	January to December 2025	GASS	288,800.00	288,800.00		Travelling expenses
Total Amount						288,800.00	288,800.00		
	DepEd Computerization Program								
OC-25-6436-GASS-008	Upgraded IT Equipment								
AC-25-6436-GASS-023	Enhancement of ICT Equipment in the SDO	SDO-Val.	NP-Small Value Procurement	February-April 2025	GASS	800,000.00	800,000.00		Upgraded IT Equipment
AC-25-6436-GASS-024	System Maintenance	SDO-Val.	NP-Small Value Procurement	February-April 2025	GASS	48,000.00	48,000.00		
AC-25-6436-GASS-025	Hosting of Asset/Record Management System	SDO-Val.	NP-Small Value Procurement	May-August 2025	GASS	48,500.00	48,500.00		
Total Amount						896,500.00	896,500.00		
	ICT Literacy Program								
OC-25-6436-GASS-009	Trained Non-Teaching Personnel								
AC-25-6436-GASS-026	Upskilling of Technological Skills of Non-Teaching/Teaching-related personnel of SDO Valenzuela	SDO-Val.	NP-Small Value Procurement	March-April 2025	GASS	400,000.00	400,000.00		Trained Non-Teaching Personnel
Total Amount						400,000.00	400,000.00		

Human Resource Management and Promotion Services									
OC-25-6436-GASS-010 Registry of Qualified Applicants and Comparative Assessment Form									
AC-25-6436-GASS-027	Orientation & Workshop of Division Screening Committee for Demo Teaching & Teacher's Reflection Writing	OSDS-PS	NP-Small Value Procurement	January to December 2025	GASS	60,000.00	60,000.00		Registry of Qualified Applicants and Comparative Assessment Form
AC-25-6436-GASS-028	Evaluation of Teacher I Applicants for Elementary, Junior High School, Senior High School	OSDS-PS	NP-Small Value Procurement	January to December 2025	GASS	24,000.00	24,000.00		
AC-25-6436-GASS-029	Open Assessment for Vacancies	OSDS-PS	NP-Small Value Procurement	January to December 2025	GASS	79,200.00	79,200.00		
Total Amount						163,200.00	163,200.00		
OC-25-6436-GASS-011 Financial Reports									
AC-25-6436-GASS-030	Coordination Meeting of Finance and Personnel Officers	OSDS-FS	NP-Small Value Procurement	October 2025	GASS	33,250.00	33,250.00		Financial Reports
AC-25-6436-GASS-031	Workshop for Preparation and consolidation of Financial Reports	OSDS-FS	NP-Small Value Procurement	September 2025	GASS	50,000.00	50,000.00		
AC-25-6436-GASS-032	COA Entrance and Exit Conference	OSDS-FS	NP-Small Value Procurement	May-Sept 2025	GASS	20,000.00	20,000.00		
AC-25-6436-GASS-033	Hosting of Finance NCR Coordination Meeting	OSDS-FS	NP-Small Value Procurement	September 2025	GASS	35,000.00	35,000.00		
Total Amount						138,250.00	138,250.00		
Procurement Services									
OC-25-6436-GASS-012 Trained/Capacitated BAC and Selected SDO Officials									
AC-25-6436-GASS-034	Training on the new procurement law	OSDS-BAC	NP-SVP/Agency-to-Agency	February 2025	GASS	244,700.00	244,700.00		Training of BAC and Selected SDO Officials
Total Amount						244,700.00	244,700.00		
Admin Services									
OC-25-6436-GASS-013 Participation of SDO in DepEd Mandated Activities									
AC-25-6436-GASS-035	CSC Fun Run/Celebration	SDO-Val.	NP-Small Value Procurement	September 2025	GASS	37,500.00	37,500.00		SDO in DepEd Mandated Activities
AC-25-6436-GASS-036	Celebration of DepEd Anniversary and SDO Valenzuela Anniversary	SDO-Val.	NP-SVP/Shopping	June 2025	GASS	156,500.00	156,500.00		
AC-25-6436-GASS-037	Bible Month Celebration	SDO-Val.	NP-SVP/Shopping	January 2025	GASS	34,000.00	34,000.00		
AC-25-6436-GASS-041	Quarterly Coordination Meeting of AO II and School Property Custodian	OSDS-PROP.	NP-Small Value Procurement	March-June-Sept-December 2025	GASS	72,000.00	72,000.00		
Total Amount						300,000.00	300,000.00		

Management Services									
OC-25-6436-GASS-014 Capacitated School Leaders and SDO Officials									
AC-25-6436-GASS-038	Quarterly Mancom Meeting	SDO-Val.	NP-Small Value Procurement	March-June-Sept-December 2025	GASS	222,000.00	222,000.00		Management Services
AC-25-6436-GASS-039	Hosting of REXICOM Meeting	SDO-Val.	NP-Small Value Procurement	June 2025	GASS	76,500.00	76,500.00		
AC-25-6436-GASS-040	Attendance to CO/RO Initiated Training & Workshop, Seminars and Conventions	SDO-Val.	NP-Small Value Procurement	March-June-Sept-December 2025	GASS	500,000.00	500,000.00		
TOTAL AMOUNT (GASS-OSDS)						798,500.00	798,500.00		
GRAND TOTAL AMOUNT (GASS-OSDS)						9,051,860.00	9,051,860.00		
AC-25-6437-GASS-001	Wellness Wisdom: A Seminar for Senior Citizens and Persons with Disabilities to Health and Financial Harmony	SGOD-HRD	NP-SVP/Lease of Venue/Shopping	March 2025	GASS	122,890.00	122,890.00		Senior Citizens Activity
AC-25-6437-GASS-003	GAD Activity: Celebration of National Women's Month	SGOD-HRD	NP-Small Value Procurement	March 2025	GASS	45,000.00	45,000.00		GAD
AC-25-6437-GASS-004	GAD Activity for SDO Personnel	SGOD-HRD	NP-SVP/Lease of Venue/Shopping	September 2025	GASS	569,450.00	569,450.00		GAD
AC-25-6437-GASS-005	PRAISE Activity	SGOD-HRD / OSDS	NP-SVP/Shopping	December 2025	GASS	169,600.00	169,600.00		Praise
AC-25-6437-GASS-006	Workshop on Crafting the WFP for 2026	SGOD - PRU	NP-SVP/Lease of Venue/Shopping	October 2025	GASS	182,910.00	182,910.00		WFP
AC-25-6437-GASS-007	Sustainable Health Intervention at SDO Valenzuela	SGOD - HNU	NP-Small Value Procurement	May 2025	GASS	103,000.00	103,000.00		Health Intervention
AC-25-6437-GASS-008	Repair and Rehabilitation of SDO Office (IT, LR, Payroll Office, Supervisors' Office)	SGOD - HNU	Public Bidding	March 2025	GASS	1,330,000.00	1,330,000.00		Repair/Rehab. Of Bldg.
AC-25-6437-GASS-009	Procurement of Medical Equipment	SGOD - HNU	NP-Small Value Procurement	May 2025	GASS	41,000.00	41,000.00		Proc. Of Medical/Equipmt.
AC-25-6437-GASS-010	Division Capacity Building Program on Canteen Operations and Management (CAPB-COM) activity for Canteen Managers and Administrators	SGOD - SMM&E	NP-Small Value Procurement	April 2025	GASS	49,240.00	49,240.00		CAPB-COM
AC-25-6437-GASS-011	Division Quarterly Program Implementation Review	SGOD - SMM&E	NP-Small Value Procurement	June-Sept-December 2025	GASS	86,550.00	86,550.00		Quarterly Program
TOTAL AMOUNT (GASS-SGOD)						2,699,640.00	2,699,640.00		
AC-25-6435-GASS-001	CID Communities of Practice	CID - Chief Education Supervisor	NP-Small Value Procurement	Jan-Feb-Apr-Sept-Dec 2025	GASS	37,800.00	37,800.00		Quarterly Program
AC-25-6435-GASS-002	Hosting of Regional Festival of Talents	CID - TLE Supervisor	NP-SVP/Shopping	Mar-June-Sept-Dec 2025	GASS	500,000.00	500,000.00		Hosting Part.
TOTAL AMOUNT (GASS-CID)						5,937,080.00	537,800.00		
310500100001000 - Human resource development for Personnel in Schools, and Learning Centers									
SGOD Support System Program									

OC-25-6437-HRTD-001 Trained Teaching, Teaching-Related and Non-Teaching Personnel												
AC-25-6437-HRTD-001	Integrating PPSSH Domain 3: Strengthening Connections Across All Domains for Effective Curriculum Implementation	CID - CHIEF	NP-SVP/Lease of Venue/Shopping					HRTD	748,960.00		748,960.00	
AC-25-6437-HRTD-002	Capacity Building on Creating and Leading Culture of Excellence in Science Pedagogy for Elementary and Junior High School Science Teachers	CID - SCIENCE	NP-SVP/Lease of Venue/Shopping					HRTD	85,860.00		85,860.00	
AC-25-6437-HRTD-003	Training-Workshop on Phonics and Beyond: Developing Core Reading Skills	CID - ENGLISH	NP-SVP/Lease of Venue/Shopping					HRTD	75,880.00		75,880.00	
AC-25-6437-HRTD-004	Skillful TVL Teachers in Achieving & Realizing (STAR) Learning Goals	CID - TVL	NP-SVP/Lease of Venue/Shopping					HRTD	140,000.00		140,000.00	
AC-25-6437-HRTD-005	Division Seminar-workshop for Non MAPEH Majors	CID - MAPEH	NP-SVP/Lease of Venue/Shopping					HRTD	176,450.00		176,450.00	
AC-25-6437-HRTD-006	Learning Resource Validation for Araling Panlipunan Localized/Contextualized Lesson Exemplar	CID - AP	NP-SVP/Lease of Venue/Shopping					HRTD	104,300.00		104,300.00	
AC-25-6437-HRTD-007	Craft Araling Panlipunan 21st Century Tailored Assessment Tools	CID - AP	NP-SVP/Lease of Venue/Shopping					HRTD	69,300.00		69,300.00	
AC-25-6437-HRTD-008	Capacity Building on Peace and Global Citizenship Education for Senior High School Teachers	CID - SHS	NP-SVP/Lease of Venue/Shopping					HRTD	65,030.00		65,030.00	
AC-25-6437-HRTD-009	Seminar-Workshop on the Development of Intervention Tool for Phonological/Phonemic Awareness	CID - ENGLISH	NP-SVP/Lease of Venue/Shopping					HRTD	54,600.00		54,600.00	
AC-25-6437-HRTD-010	Seminar-Workshop on the Utilization of ECCD Assessment Results in Crafting Child Developmental Plans	CID - KINDER	NP-SVP/Lease of Venue/Shopping					HRTD	93,750.00		93,750.00	
AC-25-6437-HRTD-011	Upskilling of SDO Learning Resource Development Team – Illustrators – Towards development of Additional Illustrations for SDO LR Portal Illustration Bank	CID - LR	NP-SVP/Lease of Venue/Shopping					HRTD	198,220.00		198,220.00	
AC-25-6437-HRTD-012	Inclusive Education Workshop of Special Needs Education Teachers on Content and Pedagogy Anchored on the K to 12 Transition Curriculum	CID - SNED	NP-SVP/Lease of Venue/Shopping					HRTD	175,000.00		175,000.00	
AC-25-6437-HRTD-013	Enhancing ALS Senior High School Teacher's Competence in Teaching and Learning using Technology Integration and Active Learning Strategies	CID - ALS	NP-SVP/Lease of Venue/Shopping					HRTD	156,960.00		156,960.00	
TOTAL AMOUNT (HRTD-CID)									2,144,310.00	-	2,144,310.00	

AC-25-6437-HRTD-001	Seminar-Workshop on Fostering Professional Growth Through Comprehensive Training in Unified Data Systems	SGOD Chief	NP-Small Value Procurement	October 2025	HRTD	43,200.00		43,200.00
AC-25-6437-HRTD-002	Phase 2: Project E.Q.U.I.P for Head Teachers and Project Development Officers/ Representatives	SGOD - SMM&E	NP-Small Value Procurement	September 2025	HRTD	42,245.00		42,245.00
AC-25-6437-HRTD-004	Learning and Development Workshop for School Heads: Ensuring Accountability and Accuracy in Accomplishing School Profiles in the Basic Education Information System	SGOD - PRU	NP-SVP/Lease of Venue/Shopping	March 2025	HRTD	127,750.00		127,750.00
AC-25-6437-HRTD-005	Basic Life Support and Simple Home Nursing Training Course	SGOD - HNU	NP-SVP/Lease of Venue/Shopping	April 2025	HRTD	80,140.00		80,140.00
AC-25-6437-HRTD-006	Capacity-Building Workshop on the Alignment of the Division Education Development Plan	SGOD - PRU	NP-SVP/Lease of Venue/Shopping	April 2025	HRTD	216,155.00		216,155.00
AC-25-6437-HRTD-007	Learning and Development on Crafting a Localized Interim Learner Government Manual for Teacher-Advisers in SDO-Valenzuela	SGOD - YFD	NP-SVP/Lease of Venue/Shopping	August-September 2025	HRTD	168,600.00		168,600.00
AC-25-6437-HRTD-008	Empowering School Leadership: Building Partnerships and Linkages	SGOD - SOCMOB	NP-SVP/Lease of Venue/Shopping	May 2025	HRTD	180,000.00		180,000.00
AC-25-6437-HRTD-009	SDO-Valenzuela Crafting of Localized Interim Guidance Service Manual	SGOD - YFD	NP-SVP/Lease of Venue/Shopping	May 2025	HRTD	189,600.00		189,600.00
AC-25-6437-HRTD-010	Learning and Development Workshop on Operational and Strategic Planning	SGOD - PRU	NP-SVP/Lease of Venue/Shopping	June 2025	HRTD	200,000.00		200,000.00
	TOTAL AMOUNT (HRTD-SGOD)					1,247,690.00	-	1,247,690.00
	GRAND TOTAL AMOUNT					PHP 15,681,000.00	PHP 12,289,000.00	PHP 3,392,000.00

Trained Teaching, Teaching-Related and Non-Teaching Personnel

Prepared by:

MYRON WILLIE III B. ROQUE
Head, BAC Secretariat

Availability of Funds:

LANI DJ. AGMATA
Administrative Officer V

Accountant

Recommending Approval:

ERNEST JOSEPH C. CABRERA
OIC, Assistant Schools Division Superintendent
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Approved:

NOEL D. BAGANO
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Head of Procuring Entity