

DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. VIII
Government Center Candahug, Palo, Leyte

ANNUAL PROCUREMENT PLAN for FY 2025

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/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Traveling Expenses- Local	FAS	NP	N/A	N/A	Monthly	Monthly	GoP	3,020,000.00	3,020,000.00		Procurement of travel will be on a "need to procure" basis
	Training Expenses	FAS	SVP	N/A	N/A	Monthly	Monthly	GoP	500,000.00	500,000.00		Procurement of training be on a "need to procure" basis
	Office Supplies	FAS	A to A	N/A	N/A	Monthly	Monthly	GoP	1,200,000.00	1,200,000.00		Procurement of supplies and materials be on a "need to procure" basis
	Accountable Forms Expenses	FAS	A to A	N/A	N/A	Monthly	Monthly	GoP	15,000.00	15,000.00		Procurement of supplies and materials be on a "need to procure" basis
	Drug and Medicines Expenses	FAS	SVP	Quarterly	Quarterly	Quarterly	Quarterly	GoP	100,000.00	100,000.00		Procurement of supplies and materials be on a "need to procure" basis
	Medical, Dental and Laboratory Supplies Expenses	FAS	SVP	Quarterly	Quarterly	Quarterly	Quarterly	GoP	500,000.00	500,000.00		Procurement of supplies and materials be on a "need to procure" basis
	Fuel, Oil and Lubricants Expenses	FAS	NP	Quarterly	Quarterly	Quarterly	Quarterly	GoP	800,000.00	800,000.00		Procurement of supplies and materials be on a "need to procure" basis
	Textbooks and Instructional Material Expenses	FAS	SVP	Quarterly	Quarterly	Quarterly	Quarterly	GoP	110,000.00	110,000.00		Procurement of supplies and materials be on a "need to procure" basis
	Semi-Expandable Machinery and Equipment Expenses	FAS	SVP	Quarterly	Quarterly	Quarterly	Quarterly	GoP	80,000.00	80,000.00		Procurement of supplies and materials be on a "need to procure" basis
	Other Supplies and Materials Expenses	FAS	SVP	Quarterly	Quarterly	Quarterly	Quarterly	GoP	600,000.00	600,000.00		Procurement of supplies and materials be on a "need to procure" basis
	Water Expenses	FAS	DC	N/A	N/A	Annual	Annual	GoP	220,000.00	220,000.00		Monthly
	Electricity Expenses	FAS	DC	N/A	N/A	Annual	Annual	GoP	4,400,000.00	4,400,000.00		Monthly
	Postage and Courier Services	FAS	A to A	N/A	N/A	Quarterly	Quarterly	GoP	150,000.00	150,000.00		Procurement of supplies and materials be on a "need to procure" basis
	Telephone Expenses - Mobile	FAS	DC	N/A	N/A	Monthly	Monthly	GoP	180,000.00	180,000.00		Monthly
	Telephone Expenses - Landline	FAS	DC	N/A	N/A	Annual	Annual	GoP	225,000.00	225,000.00		Monthly
	Internet Subscription Expenses	FAS	DC	N/A	N/A	Annual	Annual	GoP	420,000.00	420,000.00		Monthly
	Cable, Satellite, Telegraph and Radio Expenses	FAS	DC	N/A	N/A	Annual	Annual	GoP	55,000.00	55,000.00		Monthly
	Award/Rewards Expenses	FAS	DC	N/A	N/A	Annual	Annual	GoP	70,000.00	70,000.00		Procurement of awards/rewards expenses be on a "need to procure" basis
	Extraordinary and Miscellaneous Expenses	FAS	DC	Annual	N/A	Annual	Annual	GoP	136,000.00	136,000.00		Monthly
	Auditing Services	FAS	DC	Monthly	N/A	Monthly	Monthly	GoP	100,000.00	100,000.00		Monthly
	Other Professional Services	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	100,000.00	100,000.00		Procurement of professional services be on a "need to procure" basis
	Janitorial Services	FAS	SVP	Annual	Annual	Annual	Annual	GoP	1,100,000.00	1,100,000.00		Procurement of Janitorial Services for CY 2025
	Security Services	FAS	SVP	Annual	Annual	Annual	Annual	GoP	1,250,000.00	1,250,000.00		Procurement of Security Services for CY 2025
	Other General Services	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	2,000,000.00	2,000,000.00		Procurement of General Services for CY 2025
	Repairs and Maintenance- Other Land Improvement	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	400,000.00	400,000.00		Procurement of repair and maintenance -othe land improvement be on a "need to procure" basis

Repair and Maintenance - Buildings	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	1,700,000.00	1,700,000.00		Procurement of repair and maintenance -buildings be on a "need to procure" basis
Repairs and Maintenance - M & E, Office Equipment	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	500,000.00	500,000.00		Procurement of repair and maintenance -m & e, information and communication technology equipment be on a "need to procure" basis
Repairs and Maintenance - M & E, Information and Communication Technology Equipment	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	50,000.00	50,000.00		Procurement of repair and maintenance -m & e, information and communication technology equipment be on a "need to procure" basis
Repairs and Maintenance - M & E, Technical and Scientific Equipment	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	50,000.00	50,000.00		Procurement of repair and maintenance -m & e, information and communication technology equipment be on a "need to procure" basis
Repairs and Maintenance - Transportation Equipment - Motor Vehicles	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	300,000.00	300,000.00		Procurement of repair and maintenance -MV be on a "need to procure" basis
Repairs and Maintenance - Furniture and Fixtures	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	100,000.00	100,000.00		Procurement of repair and maintenance -Furniture and Fixtures
Taxes, Duties and Licenses	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	30,000.00	30,000.00		Monthly
Fidelity Bond Premiums	FAS	DC	Monthly	N/A	Monthly	Monthly	GoP	55,000.00	55,000.00		Monthly
Insurance Expenses	FAS	NP	Monthly	N/A	Monthly	Monthly	GoP	1,250,000.00	1,250,000.00		Monthly
Advertising Expenses	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	20,000.00	20,000.00		Monthly
Printing and Publication Expenses	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	50,000.00	50,000.00		Monthly
Representation Expenses	FAS	SVP	Annual	Annual	Annual	Annual	GoP	1,200,000.00	1,200,000.00		Monthly
Transportation and Delivery Expenses	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	100,000.00	100,000.00		Monthly
Membership Dues and Contributions to Organizations	FAS	DC	Monthly	N/A	Monthly	Monthly	GoP	110,000.00	110,000.00		Monthly
Other Software Subscription	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	20,000.00	20,000.00		Monthly
Other Maintenance and Operating Expenses	FAS	SVP	Monthly	N/A	Monthly	Monthly	GoP	389,000.00	389,000.00		Monthly
Modernization of PSTO-Leyte Building in support of the Construction of the Laboratory for Strengthening Technology Research and Extension for Advance Manufacturing (STREAM) project of Leyte	PSTO LEYTE	Public bidding	Annual	Annual	Annual	Annual	GoP	50,000,000.00		50,000,000.00	Procurement of Office Bldg. PSTO Leyte
Modernization of PSTO-Northern Samar Office Building, UEP Compound, Catarman, Northern Samar	PSTO NO.SAMAR	Public bidding	Annual	Annual	Annual	Annual	GoP	30,000,000.00		30,000,000.00	Procurement of Office Bldg. PSTO No.Samar
Supply and Delivery of Three (3) units Motor Vehicles	FAS	Public bidding	Annual	Annual	Annual	Annual	GoP	6,850,000.00		6,850,000.00	Procurement of Motor Vehicles
Grand Total								106,985,000.00	20,135,000.00	86,850,000.00	

Prepared and Consolidated by:

SILVESTRE V. CABIDO, JR.

SRS I/ Head, BAC Secretariat

Date: _____

Certified Appropriate Funds Available

CARISSA MAE BASIANO / ROSEN VINCENT R. TOBIAS
AOV- Budget

Recommending Approval:

RUFINO E. MENGOTE
ARD-FAS

Approved by:

JOHN GLENN D. OCAÑA
Regional Director