

**COMMISSION ON HIGHER EDUCATION REGIONAL OFFICE XI Annual Procurement Plan for FY 2023**

| Code (PAP)              | Procurement 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 Project) |
|-------------------------|--|----------------------------|---|---|--|----------------------------|-----------------------|-----------------------|-----------------|------------------------|--------------|----|--|
|                         |  |                            |   |   | Advertisement/Posting of IB/REI        | Submission/Opening of Bids | Notice of Award       | Contract Signing      |                 | Total                  | MOOE         | CO |  |
| SUPPLIES AND MATERIALS  |  |                            |   |   |  |                            |                       |                       |                 |                        |              |    |  |
| -                       | Common Used Supplies and Equipment Available at DBM-PS | CHEDROXI Personnel         | NO  | NP-53.5 Agency-to-Agency  | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 80,000.00              | 80,000.00    | -  | -                                      |
| -                       | Other Supplies and Materials                           | CHEDROXI Personnel         | NO  | NP-53.9 - Small Value Procurement   | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 20,000.00              | 20,000.00    | -  | -                                      |
| -                       | Accountable Forms                                      | CHEDROXI Personnel/Clients | NO  | NP-53.5 Agency-to-Agency  | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 150,000.00             | 150,000.00   | -  | -                                      |
| -                       | Fuel and Oil   | CHEDROXI Personnel         | NO  | NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 42,000.00              | 42,000.00    | -  | -                                      |
| -                       | Travel Expenses-Local                                  | CHEDROXI Personnel         | NO  | NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 1,200,000.00           | 1,200,000.00 | -  | -                                      |
| UTILITY EXPENSES        |  |                            |   |   |  |                            |                       |                       |                 |                        |              |    |  |
| -                       | Water Supply   | CHEDROXI Personnel         | NO  | Direct Contracting  | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 36,000.00              | 36,000.00    | -  | -                                      |
| -                       | Electricity Supply                                     | CHEDROXI Personnel         | NO  | Direct Contracting  | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 400,000.00             | 400,000.00   | -  | -                                      |
| COMMUNICATION EXPENSES  |  |                            |   |   |  |                            |                       |                       |                 |                        |              |    |  |
| -                       | Postage  | CHEDROXI Personnel         | NO  | NP-53.5 Agency-to-Agency  | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 5,000.00               | 5,000.00     | -  | -                                      |
| -                       | Courier Services                                       | CHEDROXI Personnel         | YES   | NP-53.9 - Small Value Procurement   | October-November 2022                  | October-November 2022      | January 2023          | January 2023          | GoP             | 15,000.00              | 15,000.00    | -  | -                                      |
| -                       | Telecommunication (PLDT)                               | CHEDROXI Personnel         | NO  | Direct Contracting  | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 30,000.00              | 30,000.00    | -  | -                                      |
| -                       | Mobile   | CHEDROXI Personnel         | NO  | NP-53.9 - Small Value Procurement   | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 66,000.00              | 66,000.00    | -  | -                                      |
| -                       | Internet   | CHEDROXI Personnel         | YES   | NP-53.9 - Small Value Procurement   | October-November 2022                  | October-November 2022      | January 2023          | January 2023          | GoP             | 68,000.00              | 68,000.00    | -  | -                                      |
| GENERAL SERVICES        |  |                            |   |   |  |                            |                       |                       |                 |                        |              |    |  |
| -                       | Security Services                                      | CHEDROXI Personnel         | YES   | NP-53.9 - Small Value Procurement   | October-November 2022                  | October-November 2022      | January 2023          | January 2023          | GoP             | 517,000.00             | 517,000.00   | -  | -                                      |
| OTHER PROFESSIONAL FEES |  |                            |   |   |  |                            |                       |                       |                 |                        |              |    |  |
| -                       | RQAT   | CHEDROXI Personnel         | NO  | Direct Contracting  | July-December 2023                     | July-December 2023         | July-December 2023    | July-December 2023    | GoP             | 100,000.00             | 100,000.00   | -  | -                                      |
| -                       | Contract of Service/ JO                                | CHEDROXI Personnel         | NO  | NP-53.9 - Small Value Procurement   | October-November 2022                  | October-November 2022      | January 2023          | January 2023          | GoP             | 300,000.00             | 300,000.00   | -  | -                                      |
| REPAIRS AND MAINTENANCE |  |                            |   |   |  |                            |                       |                       |                 |                        |              |    |  |
| -                       | Office Equipment                                       | CHEDROXI Personnel         | NO  | NP-53.9 - Small Value Procurement   | January-December 2023                  | January-December 2023      | January-December 2023 | January-December 2023 | GoP             | 20,000.00              | 20,000.00    | -  | -                                      |

|  |  |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
|--|--|----------------------------|-----|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----|------------|------------|---|---|
| -  | Motor Vehicle                            | CHEDROXI Personnel         | NO  | NP-53.9 - Small Value Procurement | January-December 2023 | January-December 2023 | January-December 2023 | January-December 2023 | GoP | 20,000.00  | 20,000.00  | - | - |
| -  | Building and Structures                  | CHEDROXI Personnel/Clients | NO  | NP-53.9 - Small Value Procurement | January-December 2023 | January-December 2023 | January-December 2023 | January-December 2023 | GoP | 20,000.00  | 20,000.00  | - | - |
| INSURANCE EXPENSE                        |  |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | Insurance - Office Building              | CHEDROXI Personnel         | NO  | NP-53.5 Agency-to-Agency          | October 2023          | October 2023          | October 2023          | October 2023          | GoP | 50,000.00  | 50,000.00  | - | - |
| -  | Insurance - Office Vehicle               | CHEDROXI Personnel         | NO  | NP-53.5 Agency-to-Agency          | January-August 2023   | January-August 2023   | January-August 2023   | January-August 2023   | GoP | 30,000.00  | 30,000.00  | - | - |
| TAXES, DUTIES AND LICENSES               |  |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | Official Vehicle Renewal of Registration | CHEDROXI Personnel         | NO  | NP-53.5 Agency-to-Agency          | January-December 2023 | January-December 2023 | January-December 2023 | January-December 2023 | GoP | 10,000.00  | 10,000.00  | - | - |
| EXTRAORDINARY AND MISCELLANEOUS EXPENSES |  |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | Extraordinary and Miscellaneous Expenses | CHEDROXI Personnel         | NO  | NP-53.5 Agency-to-Agency          | January-December 2023 | January-December 2023 | January-December 2023 | January-December 2023 | GoP | 118,000.00 | 118,000.00 | - | - |
| FIDELITY BOND PREMIUMS                   |  |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | Fidelity Bond Premium                    | CHEDROXI Personnel         | NO  | NP-53.5 Agency-to-Agency          | January-December 2023 | July-August 2023      | July-August 2023      | July-August 2023      | GoP | 60,000.00  | 60,000.00  | - | - |
| TRAININGS / MEETINGS/ CONFERENCES        |  |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | Student Services Programs (TOSF/STUFAPS) |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | a. Food and Venue                        | CHEDROXI Personnel/Clients | YES | NP-53.9 - Small Value Procurement | October-November 2022 | October-November 2022 | January 2023          | January 2023          | GoP | 8,000.00   | 8,000.00   | - | - |
| -  | b. Supplies                              | CHEDROXI Personnel/Clients | NO  | NP-53.9 - Small Value Procurement |                       |                       |                       |                       | GoP | 2,000.00   | 2,000.00   | - | - |
| -  | Monitoring Activities (RQAT Orientation) |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | a. Food and Venue                        | CHEDROXI Personnel/Clients | YES | NP-53.9 - Small Value Procurement | October-November 2022 | October-November 2022 | January 2023          | January 2023          | GoP | 8,000.00   | 8,000.00   | - | - |
| -  | b. Supplies                              | CHEDROXI Personnel/Clients | NO  | NP-53.9 - Small Value Procurement | AugustNovember 2023   | AugustNovember 2023   | AugustNovember 2023   | AugustNovember 2023   | GoP | 2,000.00   | 2,000.00   | - | - |
| -  | Disaster and Risk Management             |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | a. Food and Venue                        | CHEDROXI Personnel/Clients | YES | NP-53.9 - Small Value Procurement | October-November 2022 | October-November 2022 | January 2023          | January 2023          | GoP | 8,000.00   | 8,000.00   | - | - |
| -  | b. Supplies                              | CHEDROXI Personnel/Clients | NO  | NP-53.9 - Small Value Procurement | June 2023             | June 2023             | June 2023             | June 2023             | GoP | 2,000.00   | 2,000.00   | - | - |
| -  | Planning and Year-End Assessment         |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | a. Food and Venue                        | CHEDROXI Personnel         | YES | NP-53.9 - Small Value Procurement | October-November 2022 | October-November 2022 | January 2023          | January 2023          | GoP | 8,000.00   | 8,000.00   | - | - |
| -  | b. Supplies                              | CHEDROXI Personnel         | NO  | NP-53.9 - Small Value Procurement | December 2023         | December 2023         | December 2023         | December 2023         | GoP | 2,000.00   | 2,000.00   | - | - |
| -  | HR Programs                              |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |
| -  | a. Food and Venue                        | CHEDROXI Personnel         | YES | NP-53.9 - Small Value Procurement | October-November 2022 | October-November 2022 | January 2023          | January 2023          | GoP | 8,000.00   | 8,000.00   | - | - |
| -  | b. Supplies                              | CHEDROXI Personnel         | NO  | NP-53.9 - Small Value Procurement | March-August 2023     | March-August 2023     | March-August 2023     | March-August 2023     | GoP | 2,000.00   | 2,000.00   | - | - |
| -  | Meetings (Presidents/Registrars/Deans)   |                            |     |                                   |                       |                       |                       |                       |     |            |            |   |   |

|   |                                      |                    |     |                                   |                       |                       |                 |                 |     |              |              |   |   |
|---|--------------------------------------|--------------------|-----|-----------------------------------|-----------------------|-----------------------|-----------------|-----------------|-----|--------------|--------------|---|---|
| - | a. Food and Venue                    | CHEDROXI Personnel | YES | NP-53.9 - Small Value Procurement | October-November 2022 | October-November 2022 | January 2023    | January 2023    | GoP | 8,000.00     | 8,000.00     | - | - |
| - | b. Supplies                          | CHEDROXI Personnel | NO  | NP-53.9 - Small Value Procurement | May-October2023       | May-October2023       | May-October2023 | May-October2023 | GoP | 2,000.00     | 2,000.00     | - | - |
| - | <b>Senior Citizen/PWD Activities</b> |                    |     |                                   |                       |                       |                 |                 |     |              |              |   |   |
| - | a. Food and Venue                    | CHEDROXI Personnel | YES | NP-53.9 - Small Value Procurement | October-November 2022 | October-November 2022 | January 2023    | January 2023    | GoP | 8,000.00     | 8,000.00     | - | - |
| - | b. Supplies                          | CHEDROXI Personnel | NO  | NP-53.9 - Small Value Procurement | December 2023         | December 2023         | December 2023   | December 2023   | GoP | 2,000.00     | 2,000.00     | - | - |
| - | <b>GAD Activities</b>                |                    |     |                                   |                       |                       |                 |                 |     |              |              |   |   |
| - | a. Food and Venue                    | CHEDROXI Personnel | YES | NP-53.9 - Small Value Procurement | October-November 2022 | October-November 2022 | January 2023    | January 2023    | GoP | 8,000.00     | 8,000.00     | - | - |
| - | b. Supplies                          | CHEDROXI Personnel | NO  | NP-53.9 - Small Value Procurement | December 2023         | December 2023         | December 2023   | December 2023   | GoP | 2,000.00     | 2,000.00     | - | - |
| - | <b>TOTAL</b>                         |                    |     |                                   |                       |                       |                 |                 |     |              |              |   |   |
|   |                                      |                    |     |                                   |                       |                       |                 |                 |     | 3,437,000.00 | 3,437,000.00 |   |   |

Prepared by:

**JEROME R. BASISTER**  
Bac Secretariat  
Admin Asst III

**RODRIGO S. PANGANTIHON JR., MIT, MSCpE**  
BAC Secretariat  
ES II

Reviewed by:

**ENGR. LUIS D. PEREZ, PhD**  
BAC Chairperson  
Chief Education Program Specialist

**LOURDES MELODY J. VILLANUEVA, MBA**  
BAC - Vice Chairperson  
EPS II

**LOURDES D. CESAR, PhD**  
BAC Member  
ES II

Approved by:

**MARICAR R. CASQUEJO, PhD, CESO III**  
Director IV

**CHRISTOPHER PIO O. PULIDO, DPA**  
BAC Member  
SEPS/OIC-CAO

**CESAR A. ADEGUE IV, PhD**  
BAC Member  
ES II