



ANNUAL PROCUREMENT PLAN FOR FY 2026

INDICATIVE ☐ FINAL ☐ UPDATED (Version No. )

PROCUREMENT PROJECT DETAILS											
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	PROJECTED TIMELINE (MM/YYYY)	FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS		REMARKS (Other relevant descriptions of the procurement project, if applicable)
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements											
Internet Subscription	ICT Unit	Year round internet subscription of the SDO	Negotiated Procurement - Direct Brand Procurement of Outlier Subscription	NO	SCRB	January 2026	January 2026	MOOE	P=410,000.00	Renewal of Regular and Recurring Services	n/a
Website Hosting and Maintenance	ICT Unit	Year round website hosting and maintenance of SDO official website	Negotiated Procurement - Direct Brand Procurement of Outlier Subscription	NO	SCRB	January 2026	January 2026	MOOE	P=15,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to Trainings / Seminars Outside the Division	ICT Unit	Registration Fee for trainings and seminars for the whole year to include report and maintenance for the whole year	n/a	NO	n/a	January 2026	January 2026	CMI	P=50,000.00	Renewal of Regular and Recurring Services	n/a
Procurement of IT infrastructure including repair and maintenance	ICT Unit	License subscription for two years	Negotiated Procurement - Direct Brand Procurement of Outlier Subscription	NO	SCRB	To be Determined	To be Determined	CMI	P=1,350,000.00	Renewal of Regular and Recurring Services	n/a
Firewall License Subscription	ICT Unit	License subscription for two years	Negotiated Procurement - Direct Brand Procurement of Outlier Subscription	NO	SCRB	January 2026	January 2026	CMI	P=150,000.00	Renewal of Regular and Recurring Services	n/a
Management Committee Meeting (MANCOM)	Office of the AS/DS	Food for the participants (year round)	Competitive Bidding	YES	LCRB	January 2026	December 2026	MOOE	P=410,000.00	Renewal of Regular and Recurring Services	n/a
Recruitment and Selection of Qualified Applicants	Office of the AS/DS	Food for the participants (year round)	Competitive Bidding	YES	LCRB	January 2026	December 2026	MOOE	P=106,000.00	Renewal of Regular and Recurring Services	n/a
Crafting and Finalization of the Individual Performance Commitment and Review Form (IPCRF) Contract for 2025	Office of the AS/DS	Food for the participants (year round)	Competitive Bidding	YES	LCRB	January 2026	January 2026	MOOE	P=50,000.00	Renewal of Regular and Recurring Services	n/a
Year End Performance Review of Divisions, Districts And Activities	Office of the AS/DS	Food for the participants (year round)	Competitive Bidding	YES	LCRB	December 2026	December 2026	MOOE	P=20,000.00	Renewal of Regular and Recurring Services	n/a
Conduct of Performance Mid Year Review of Div. Off Personnel And Reevaluation of OPCR And IPCRF for Calendar Year 2025-2026	Office of the AS/DS	Food for the participants (year round)	Competitive Bidding	YES	LCRB	July 2026	July 2026	MOOE	P=30,000.00	Renewal of Regular and Recurring Services	n/a
Mid Year Perf. Review of OPCR (RH)	Office of the AS/DS	Food for the participants (year round)	Competitive Bidding	YES	LCRB	June 2026	June 2026	MOOE	P=20,000.00	Renewal of Regular and Recurring Services	n/a
Year End Perf. Review of OPCR (SH)	Office of the AS/DS	Food for the participants (year round)	Competitive Bidding	YES	LCRB	December 2026	December 2026	MOOE	P=20,000.00	Renewal of Regular and Recurring Services	n/a
Regular BNC Meeting	Office of the AS/DS	Food for the participants (year round)	Competitive Bidding	YES	LCRB	January 2026	December 2026	MOOE	P=40,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to National and Regional Conference	Office of the AS/DS	Year round travelling expense for Deputy National and Regional	n/a	NO	n/a	January 2026	December 2026	MOOE	P=100,000.00	Renewal of Regular and Recurring Services	n/a
Cash Examination	Accounting Unit	Travel and subsistence for the whole year	n/a	NO	n/a	January 2026	December 2026	MOOE	P=20,000.00	Renewal of Regular and Recurring Services	n/a
COA Entrance and Exit Conference	Accounting Unit	Yearly conduct of COA Entrance and Exit Conference	Small Value Procurement	NO	LCRB	February 2026	March 2026	MOOE	P=30,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to Trainings / Seminars Outside the Division	Accounting Unit	Registration Fee for trainings and seminars for the whole year	n/a	NO	n/a	January 2026	January 2026	MOOE	P=60,000.00	Renewal of Regular and Recurring Services	n/a
Seminar Workshop for Mid-Year and Year-End Financial Consolidation	Accounting Unit	Conduct of quarterly consolidation meetings with School AOs	Small Value Procurement	NO	LCRB	January and May 2026	January and May 2026	INSET	P=30,000.00	Renewal of Regular and Recurring Services	n/a
Quarterly Meeting of School AOs	Administrative Unit	Conduct of quarterly consolidation meetings with School AOs	Small Value Procurement	NO	LCRB	February 2026	February 2026	INSET	P=50,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to USB Meetings	Administrative Unit	Registration Fee for trainings and seminars for the whole year	n/a	NO	n/a	January 2026	December 2026	MOOE	P=6,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to Trainings / Seminars Outside the Division	Administrative Unit	Registration Fee for trainings and seminars for the whole year	n/a	NO	n/a	January 2026	December 2026	MOOE	P=120,000.00	Renewal of Regular and Recurring Services	n/a
Meeting of Administrative Services Unit Personnel	Administrative Unit	Conduct of meeting of Administrative Personnel Unit	Small Value Procurement	NO	LCRB	January 2026	December 2026	MOOE	P=20,000.00	Renewal of Regular and Recurring Services	n/a
Repair and maintenance of SDO Buildings	Administrative Unit	Allocation for various repair and maintenance of SDO buildings	Small Value Procurement	NO	LCRB	January 2026	December 2026	MOOE	P=300,000.00	Renewal of Regular and Recurring Services	n/a
Insurance and Registrations of SDO Vehicles	Administrative Unit	Allocation for renewal of insurance and registration of SDO Vehicles	Direct Acquisition	NO	SCRB	January 2026	January 2026	MOOE	P=30,000.00	Renewal of Regular and Recurring Services	n/a
Procurement of Security Services	Administrative Unit	Allocation for additional security guard	Small Value Procurement	NO	LCRB	January 2026	January 2026	MOOE	P=25,000.00	Renewal of Regular and Recurring Services	n/a
Foods for the participants and RPSU personnel	Payroll Unit	Foods for the SDO participants and RPSU personnel during the orientation	Negotiated Procurement - Direct Brand Procurement of Outlier Subscription	NO	LCRB	September 2026	September 2026	INSET	P=15,000.00	Renewal of Regular and Recurring Services	n/a
Foods during meetings with the AOs	Payroll Unit	Snacks during meetings with the AOs	Negotiated Procurement - Direct Brand Procurement of Outlier Subscription	NO	LCRB	January 2026	December 2026	INSET	P=10,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to trainings and seminars	Payroll Unit	For travelling and registration expenses	n/a	NO	n/a	January 2026	December 2026	MOOE	P=10,000.00	Renewal of Regular and Recurring Services	n/a
Hosting of Document Tracking System	Records Unit	Year round website hosting of document tracking system	Negotiated Procurement - Direct Brand Procurement of Outlier Subscription	NO	SCRB	January 2026	January 2026	INSET	P=15,000.00	Renewal of Regular and Recurring Services	n/a

Attendance to Trainings and Seminars	Records Unit	For training and registration activities	n/a	No	n/a	January 2026	December 2026	MOOE	₱10,000.00	Renewal of Regular and Recurring Services	n/a
Traveling Expenses / Food during Meetings	Records Unit	Food during the meeting or traveling expenses during visits to schools	Regulated Procurement - Direct Rental Procurement of Online Subscription	NO	LCRB	January 2026	December 2026	MOOE	₱10,000.00	Renewal of Regular and Recurring Services	n/a
Cash Collection and Deposit	Cash Unit	Traveling Expenses	n/a	No	n/a	January 2026	December 2026	MOOE	₱18,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to Trainings and Seminars	Cash Unit	Registration, Traveling Expenses	n/a	No	n/a	January 2026	December 2026	INSBT	₱10,000.00	Renewal of Regular and Recurring Services	n/a
School Division Inventory of supplies, materials and equipment	Supply Unit	Food for COA personnel & traveling Expenses of Inventory Team	Small Value Procurement	NO	LCRB	June, October 2026	July, November 2026	MOOE	₱40,000.00	Renewal of Regular and Recurring Services	n/a
School Division Inventory and validation of unaccountable accounts for dismissal	Supply Unit	Food for COA personnel	Small Value Procurement	NO	LCRB	November 2026	December 2026	MOOE	₱5,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to Trainings	Supply Unit	Registration, Traveling Expenses	n/a	No	n/a	January 2026	December 2026	MOOE	₱20,000.00	Renewal of Regular and Recurring Services	n/a
Housing of Shura E-gis Council of Personnel Officer (IB/DO structure)	Personnel Unit	Year round assembly meetings	n/a	No	n/a	January 2026	December 2026	MOOE	₱30,000.00	Renewal of Regular and Recurring Services	n/a
Participation to Civil Service Commission conferences	Personnel Unit	Fun Run, Civil Service Amusementary	n/a	No	n/a	September 2026	September 2026	MOOE	₱20,000.00	Renewal of Regular and Recurring Services	n/a
Traveling expense for processing, releasing of appointment and position position (civil service) for the whole year	Personnel Unit	Traveling expense for processing, releasing of appointment and position position (civil service) for the whole year	n/a	No	n/a	January 2026	December 2026	MOOE	₱18,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to Trainings / Seminars Outside the Division	Personnel Unit	Registration Fee for training and seminars for the whole year	n/a	No	n/a	January 2026	December 2026	MOOE	₱50,000.00	Renewal of Regular and Recurring Services	n/a
Training Workshop on Target Setting	Budget	Food for participants	Small Value Procurement	yes	LCRB	January 2026	December 2026	MOOE	₱50,000.00	Renewal of Regular and Recurring Services	n/a
Participation / Attendance in External Seminars	Budget	Registration, Traveling Expenses	n/a	No	n/a	January 2026	December 2026	MOOE	₱50,000.00	Renewal of Regular and Recurring Services	n/a
Project ASSESS: Address Strategic Solutions for Enhancing Student Success Through the Development of Assessment Tools and Other PISA-Like Questions and Training Workshop on the Enhancement of Pedagogical Skills in All Learning Areas	CID	Food, Venue, Token, Supplies	Competitive Bidding	Yes	LCRB	May 2026	May 2026	INSBT	₱130,000.00	Renewal of Regular and Recurring Services	n/a
Committed to the Call-A Training for Pasanavate Teachers	CID	Food, Token, Supplies	Competitive Bidding	Yes	LCRB	May 21, 2026	May 22, 2026	INSBT	100,000.00	Renewal of Regular and Recurring Services	n/a
School Division Training on Journalism	CID	Food, Venue, Token, Supplies	Competitive Bidding	Yes	LCRB	October 2026	October 2026	INSBT	100,000.00	Renewal of Regular and Recurring Services	n/a
CID Preliminary Travel (Inside and Outside)	CID	Travel Allowance	n/a	No	n/a	January 2026	December 2026	MOOE	220,000.00	Renewal of Regular and Recurring Services	n/a
Expected SGOID Personnel on Artificial Intelligence	SGOID	Food, Token, Supplies	Small Value Procurement	Yes	LCRB	April 2026	May 2026	MOOE	₱80,000.00	Renewal of Regular and Recurring Services	n/a
Quarterly Program Implementation Review	SGOID	Food	Small Value Procurement	Yes	LCRB	February, May, August, November 2026	March, June, September, December 2026	MOOE	₱20,000.00	Renewal of Regular and Recurring Services	n/a
Monitoring and Evaluation activities of SGOID Personnel	SGOID	Travel Allowance	n/a	No	n/a	January 2026	December 2026	MOOE	₱100,000.00	Renewal of Regular and Recurring Services	n/a
Attendance to training outside the division of SGOID (Personal/Professional, National)	SGOID	Registration, Traveling Expenses	n/a	No	n/a	January 2026	December 2026	MOOE	₱105,000.00	Renewal of Regular and Recurring Services	n/a
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Creation of Legal and Procurement Unit	Administrative Unit	Allocation for supplies and movable furniture and fixtures	Small Value Procurement	No	LCRB	January 2026	January 2026	MOOE	₱500,000.00	Renewal of Regular and Recurring Services	n/a
Check and AOA Preparation	Cash Unit	Year Round supply of checks	Regulated Procurement - Direct Rental Procurement of Online Subscription	NO	LCRB	January 2026	December 2026	MOOE	₱10,000.00	Renewal of Regular and Recurring Services	n/a
Office Equipment	Cash Unit	Scanner / Printer	Small Value Procurement	No	LCRB	January 2026	December 2026	MOOE	₱25,000.00	Renewal of Regular and Recurring Services	n/a
Furniture	Cash Unit	Bench	Small Value Procurement	YES	LCRB	January 2026	December 2026	MOOE	₱10,000.00	Renewal of Regular and Recurring Services	n/a
Office Equipment and Replacement	Budget Unit	2 personal computers with CPU, 1 lifting cabinet and 1 office executive chair	Small Value Procurement	Yes	LCRB	January 2026	December 2026	MOOE	105,853.31	Renewal of Regular and Recurring Services	n/a
Furniture and Fixtures Purchase	Budget		Small Value Procurement	Yes	LCRB	January 2026	December 2026	MOOE	40,200.00	Renewal of Regular and Recurring Services	n/a
Procurement of Executive Chairs	CID	Procurement of Executive Chairs	Small Value Procurement	Yes	LCRB	January 2026	January 2026	MOOE	₱104,000.00	Renewal of Regular and Recurring Services	n/a
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM kindly indicate the summary/total amounts only</b>											
Preparation of Disbursement Vouchers	Accounting Unit	Allocation for supplies and materials	Small Value Procurement	No	LCRB	January 2026	December 2026	MOOE	₱20,000.00	Renewal of Regular and Recurring Services	n/a
Financial Report Submission	Accounting Unit	Allocation for supplies and materials as well as traveling expenses for report submission	Small Value Procurement	No	LCRB	January 2026	December 2026	MOOE	₱44,920.00	Renewal of Regular and Recurring Services	n/a
COA Office Supplies	Accounting Unit	Allocation for supplies and materials	Small Value Procurement	No	LCRB	January 2026	January 2026	Provident	₱50,000.00	Renewal of Regular and Recurring Services	n/a
Procurement of Office Supplies and Materials	Administrative Unit	Allocation for supplies and materials	Small Value Procurement	No	LCRB	January 2026	January 2026	MOOE	₱50,000.00	Renewal of Regular and Recurring Services	n/a
Continuous Forms Ribbon for dot matrix printer	Payroll Unit	Year round supplies for the printing of payroll	Regulated Procurement - Direct Rental Procurement of Online Subscription	Yes	LCRB	January 2026	December 2026	MOOE	₱105,000.00	Renewal of Regular and Recurring Services	n/a
Office Supplies	Cash Unit	Year round supplies of office supplies	Small Value Procurement	NO	LCRB	January 2026	December 2026	MOOE	₱40,000.00	Renewal of Regular and Recurring Services	n/a
Office Supplies	Budget	Office supplies for the whole year	Small Value Procurement	Yes	LCRB	January 2026	December 2026	MOOE	46,731.00	Renewal of Regular and Recurring Services	n/a
Procurement of Supplies and Materials	CID	Procurement of Supplies and Materials	Small Value Procurement	Yes	LCRB	Jan 2026, Apr 2026, Jul 2026, Oct 2026	Jun 2026, Apr 2026, Jul 2026, Oct 2026	MOOE	₱50,000.00	Renewal of Regular and Recurring Services	n/a

Note: Insert additional rows as necessary

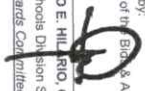
**Total Amount of Estimated Budget for EPA Projects:** ₱ 1,386,000.00  
**Total Amount of CSEs to be purchased from PS-DBM:** ₱ 386,651.00  
**Total Amount of Estimated Budget:** ₱ 5,869,151.00

Prepared by:

  
JOHANN M. TABING  
Information Technology Officer I  
Bids and Awards Committee Secretariat

Date : \_\_\_\_\_

Recommended by:  
By the Authority of the Bids & Awards Committee

  
RONILO E. HILARIO, CESO VI  
Assistant Schools Division Superintendent  
Bids and Awards Committee Chairman

Date : \_\_\_\_\_

Approved by:

  
JOHANNA N. GERVACIO PhD, CESO V  
Schools Division Superintendent  
Head of the Procuring Entity

Date : \_\_\_\_\_