



# ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☒ FINAL ☐ UPDATED [Version No. \_\_\_\_]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
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)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
<b>General Requirements</b>											
Internet Subscription	ICT Unit	Year round internet subscription of the SDO	Negotiated Procurement - Direct Retail Procurement of Online Subscription	No		January 2026	January 2026	MOOE	₱240,000.00	Renewal of Regular and Recurring Services	
Website Hosting and Maintenance	ICT Unit	Year round website hosting and maintenance of SDO official website	Negotiated Procurement - Direct Retail Procurement of Online Subscription	No	SCRB	May 2026	May 2026	MOOE	₱15,000.00	Renewal of Regular and Recurring Services	
Attendance to Trainings / Seminars Outside the Division	ICT Unit	Registration Fee for trainings and seminars for the whole year	N/A	No	N/A	January 2026	December 2026	CMI	₱50,000.00	-	
Procurement of IT infrastructure including repair and maintenance	ICT Unit	Allocation for IT infrastructure to include repair and maintenance for the whole year	Small Value Procurement	No	LCRB	To be Determined	To be Determined	CMI	₱1,350,000.00	-	
Firewall License Subscription	ICT Unit	License subscription for two years	Negotiated Procurement - Direct Retail Procurement of Online Subscription	No	SCRB	February 2026	February 2026	CMI	₱150,000.00	Renewal of Regular and Recurring Services	
Management Committee Meeting (MANCOM)	Office of the ASDS	Food for the participants (year round)	Competitive Bidding	Yes	LCRB	January 2026	December 2026	MOOE	₱240,000.00	-	
Recruitment and Selection of Qualified Applicants	Office of the ASDS	Food for the participants (year round)	Competitive Bidding	Yes	LCRB	January 2026	December 2026	MOOE	₱106,000.00	-	
Crafting and Finalization of the Individual Performance Commitment and Review Form (IPCRF) Contract for 2025	Office of the ASDS	Food for the participants (year round)	Competitive Bidding	Yes	LCRB	January 2026	March 2026	MOOE	₱50,000.00	-	
Year-End Performance Implementation Review of Programs, Projects, And Activities	Office of the ASDS	Food for the participants (year round)	Competitive Bidding	Yes	LCRB	December 2026	December 2026	MOOE	₱20,000.00	-	
Conduct Of Performance Mid-Year Review of Div Off. Personnel And Recalibration of OPCRF And IPCRF for Calendar Year 2025-2026	Office of the ASDS	Food for the participants (year round)	Competitive Bidding	Yes	LCRB	July 2026	July 2026	MOOE	₱20,000.00	-	
Mid-Year Perf. Review of OPCRF (SH)	Office of the ASDS	Food for the participants (year round)	Competitive Bidding	Yes	LCRB	June 2026	June 2026	MOOE	₱20,000.00	-	
Year-End Perf. Review of OPCRF (SH)	Office of the ASDS	Food for the participants (year round)	Competitive Bidding	Yes	LCRB	December 2026	December 2026	MOOE	₱20,000.00	-	
Regular BAC Meeting	Office of the ASDS	Food for the participants (year round)	Competitive Bidding	Yes	LCRB	January 2026	December 2026	MOOE	₱40,000.00	-	
Attendance to National and Regional Conference	Office of the ASDS	Year round travelling expense for DepEd National and Regional Trainings/ Meetings	N/A	No	N/A	January 2026	December 2026	MOOE	₱100,000.00	-	
Cash Examination	Accounting Unit	Travelling expense for school monitoring for the whole year	N/A	No	N/A	January 2026	December 2026	MOOE	₱20,000.00	-	
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	₱30,000.00	-	
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	December 2026	MOOE	₱60,000.00	-	
Seminar Workshop for Mid-Year and Year-End Financial Consolidation	Accounting Unit	Conduct of financial consolidation and reconciliation of SDO and IU schools	Small Value Procurement	No	LCRB	July 2026	July 2026	INSET	₱30,000.00	-	
Quarterly Meeting of School AOs	Administrative Unit	Conduct of quarterly coordination meetings with School AOs	Small Value Procurement	No	LCRB	February 2026	February 2026	INSET	₱50,000.00	-	



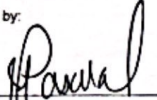
Attendance to LSH Meetings	Administrative Unit	Allocation for travelling expenses for LSH Meeting	N/A	No	N/A	January 2026	December 2026	MOOE	P5,000.00	-		
Attendance to Trainings / Seminars Outside the Division	Administrative Unit	Registration Fee for trainings and seminars for the whole year	N/A	No	N/A	January 2026	December 2026	MOOE	P120,000.00	-		
Meeting of Administrative Services Unit Personnel	Administrative Unit	Conduct of meeting of Administrative Personnel Unit Personnel	Small Value Procurement	No	LCRB	January 2026	December 2026	MOOE	P20,000.00	-		
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	P300,000.00	-		
Procurement of Security Services	Administrative Unit	Allocation for additional security guard	Small Value Procurement	No	LCRB	January 2026	January 2026	MOOE	P252,000.00	Renewal of Regular and Recurring Services		
Foods for the participants and RPSU personnel	Payroll Unit	Foods for the SDO participants and RPSU personnel during the orientation	Small Value Procurement	No	LCRB	September 2026	September 2026	INSET	P15,000.00	-		
Foods during meetings with the AOs	Payroll Unit	Snacks during meetings with the AOs	Small Value Procurement	No	LCRB	January 2026	December 2026	INSET	P10,000.00	-		
Attendance to trainings and seminars	Payroll Unit	For travelling and registration expenses	N/A	No	N/A	January 2026	December 2026	MOOE	P10,000.00	-		
Hosting of Document Tracking System	Records Unit	Year round website hosting of document tracking system	Negotiated Procurement - Direct Retail Procurement of Online Subscription	No	SCRB	March 2026	March 2026	INSET	P15,000.00	Renewal of Regular and Recurring Services		
Attendance to Trainings and Seminars	Records Unit	For travelling and registration expenses	N/A	No	N/A	January 2026	December 2026	MOOE	P10,000.00	-		
Travelling Expenses / Foods during Meetings	Records Unit	Foods during the meeting or Travelling expenses during visits to schools	Small Value Procurement	No	LCRB	January 2026	December 2026	MOOE	P10,000.00	-		
Cash Collection and Deposit	Cash Unit	Travelling Expenses	N/A	No	N/A	January 2026	December 2026	MOOE	P18,000.00	-		
Attendance to Trainings and Seminars	Cash Unit	Registration, Travelling Expenses	N/A	No	N/A	January 2026	December 2026	INSET	P10,000.00	-		
Schools 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	P40,000.00	-		
Attendance to Trainings	Supply Unit	Registration, Traveling Expenses	N/A	No	N/A	January 2026	December 2026	MOOE	P20,000.00	-		
Hosting of Nueva Ecija Council of Personnel Officer (NEPCO) meetings	Personnel Unit	Year round assembly meetings	N/A	No	N/A	January 2026	December 2026	MOOE	P30,000.00	-		
Participation to Civil Service Commission milestones	Personnel Unit	Pan Run, Civil Service Anniversary	N/A	No	N/A	September 2026	September 2026	MOOE	P20,000.00	-		
Travelling expense for processing, releasing of appointment and publishing vacant positions (civil service) for the whole year	Personnel Unit	Travelling expense for processing, releasing of appointment and publishing vacant positions (civil service) for the whole year	N/A	No	N/A	January 2026	December 2026	MOOE	P48,000.00	-		
Attendance to Trainings / Seminars Outside the Division	Personnel Unit	Registration Fee for trainings and seminars for the whole year	N/A	No	N/A	January 2026	December 2026	MOOE	P50,000.00	-		
Training Workshop on Target Setting	Budget	Food for participants	Competitive Bidding	Yes	LCRB	January 2026	December 2026	MOOE	P50,000.00	-		
Participation / Attendance in External Seminars	Budget	Registration, Traveling Expenses	N/A	No	N/A	January 2026	December 2026	MOOE	P50,000.00	-		
Project ASSESS: Achieve Strategic Solutions for Enhancing Student Success Through the Development of Assessment Tools and Other PISA-Like Questions and Materials	CID	Food, Venue, Token, Supplies	Competitive Bidding	Yes	LCRB	August 2026	August 2026	INSET	P150,000.00	-		
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	INSET	P130,000.00	-		
Committed to the Call: A Training for Passionate Teachers	CID	Food, Token, Supplies	Competitive Bidding	Yes	LCRB	May 21, 2026	May 22, 2026	INSET	100,000.00	-		
Schools Division Training on Journalism	CID	Food, Venue, Token, Supplies	Competitive Bidding	Yes	LCRB	October 2026	October 2026	INSET	100,000.00	-		
CID Personnel's Travel (Inside and Outside)	CID	Travel Allowance	N/A	No	N/A	January 2026	December 2026	MOOE	250,000.00	-		
Procurement of Executive Chairs	CID	Furniture	Small Value Procurement	No	LCRB	January 2026	January 2026	MOOE	15,000.00	-		
Procurement of Cubicle Table	CID	Furniture	Small Value Procurement	No	LCRB	January 2026	January 2026	MOOE	10,000.00	-		
Procurement of Split Type Airconditioning Unit	CID	Equipment	Small Value Procurement	No	LCRB	January 2026	January 2026	MOOE	45,000.00	-		
Procurement of Computer Printer	CID	Equipment	Small Value Procurement	No	LCRB	January 2026	January 2026	MOOE	10,000.00	-		
Procurement of 3 Layers Steel Cabinet	CID	Furniture	Small Value Procurement	No	LCRB	January 2026	January 2026	MOOE	44,000.00	-		
Capacitated SOOD Personnel on Artificial Intelligence	SOOD	Food, Token, Supplies	Competitive Bidding	Yes	LCRB	April 2026	May 2026	MOOE	P80,000.00	-		
Quarterly Program Implementation Review	SOOD	Food	Competitive Bidding	Yes	LCRB	February, May, August, November 2026	March, June, September, December 2026	MOOE	P20,000.00	-		
Monitoring and Evaluation activities of SOOD Personnel	SOOD	Travel Allowance	N/A	No	N/A	January 2026	December 2026	MOOE	P100,000.00	-		
Attendance to training outside the division of SOOD Personnel (Regional, National)	SOOD	Registration, Traveling Expenses	N/A	No	N/A	January 2026	December 2026	MOOE	P105,000.00	-		



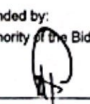
Creation of Legal and Procurement Unit	Administrative Unit	Allocation for supplies and materials, furnitures and fixtures	Small Value Procurement	No	LCRB	January 2026	March 2026	MOOE	₱500,000.00	-	
Check and ADA Preparation	Cash Unit	Year Round supply of checks	Negotiated Procurement - Direct Retail Procurement	No	-	January 2026	December 2026	MOOE	₱10,000.00	-	
Office Equipment	Cash Unit	Scanner / Printer	Small Value Procurement	No	LCRB	January 2026	December 2026	MOOE	₱25,000.00	-	
Furniture	Cash Unit	Bench	Small Value Procurement	No	LCRB	January 2026	December 2026	MOOE	₱10,000.00	-	
Office Equipment and Replacement	Budget Unit	2 personal computers with CPU	Small Value Procurement	No	LCRB	January 2026	December 2026	MOOE	105,853.31	-	
Furnitures and Fixtures Purchase	Budget	1 filing cabinet and 1 office executive chair	Small Value Procurement	No	LCRB	January 2026	December 2026	MOOE	48,500.00	-	
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
COA Office Supplies	Accounting Unit	Allocation for supplies and materials (Year round)	Direct Acquisition	No	N/A	January 2026	December 2026	Provident	₱50,000.00	-	
Insurance and Registrations of SDO Vehicles	Administrative Unit	Allocation for renewal of insurance and registrations of SDO Vehicles	Direct Acquisition	No	N/A	May 2026	June 2026	MOOE	₱30,000.00	Renewal of Regular and Recurring Services	
School Division Inventory and validation of unserviceable properties for disposal	Supply Unit	Food for COA personnel	Direct Acquisition	No	N/A	November 2026	December 2026	MOOE	₱5,000.00	-	
<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	-	No	-	January 2026	December 2026	MOOE	₱20,000.00	-	
Financial Report Submission	Accounting Unit	Allocation for supplies and materials as well as travelling expenses for report submission	-	No	-	January 2026	December 2026	MOOE	₱24,920.00	-	
Procurement of Office Supplies and Materials	Administrative Unit	Allocation for supplies and materials	-	No	-	January 2026	January 2026	MOOE	₱50,000.00	-	
Continuous Forms Ribbon for dot matrix printer	Payroll Unit	Year round supplies for the printing of payslip	-	No	-	January 2026	December 2026	MOOE	₱105,000.00	-	
Office Supplies	Cash Unit	Year round supplies of office supplies	-	No	-	January 2026	December 2026	MOOE	₱40,000.00	-	
Office Supplies	Budget	Office supplies for the whole year	-	No	-	January 2026	December 2026	MOOE	46,731.00	-	
Supplies for SDO	Supply Unit	Allocation for supplies and materials	-	No	-	January 2026	December 2026	MOOE	253,333.75	-	
Procurement of Supplies and Materials	CID	Procurement of Supplies and Materials	-	No	-	Jan-2026, Apr-2026, Jul-2026, Oct-2026	Jan-2026, Apr-2026, Jul-2026, Oct-2026	MOOE	₱30,500.00	-	

Note: Insert additional rows as necessary

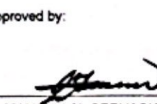
Total Amount of Estimated Budget for EPA Projects: ₱ 1,166,000.00  
Total Amount of CSEs to be purchased from PS-DBM: ₱ 570,484.75  
Total Amount of Estimated Budget: ₱ 6,122,984.75

Prepared by:  
  
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Administrative Officer IV  
Bids and Awards Committee Secretariat

Date: 01-28-2026

Recommended by:  
By the Authority of the Bids & Awards Commit  
  
RONILO E. HILARIO CESO VI  
Assistant Schools Division Superintendent  
Bids and Awards Committee Chairperson

Date: 01-28-2026

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

Date: 01-28-2026