

ANNUAL PROCUREMENT PLAN FOR FY 2026

INDICATIVE ☐ FINAL ☐ UPDATED Version No. Q2 ☒

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 Sustainab ility and	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
General Requirements											
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	₱248,732.00	-	
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	₱30,000.00	-	
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	-	
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 OPCR 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	-	
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	-	
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	₱300,000.00	-	
Procurement of Security Services	Administrative Unit	Allocation for additional security guard	Small Value Procurement	No	LCRB	January 2026	January 2026	MOOE	₱252,000.00	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	₱15,000.00	-	
Attendance to trainings and seminars	Payroll Unit	For travelling and registration expenses	N/A	No	N/A	January 2026	December 2026	MOOE	₱10,000.00	-	
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	₱15,000.00	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	₱10,000.00	-	
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	₱10,000.00	-	
Cash Collection and Deposit	Cash Unit	Travelling Expenses	N/A	No	N/A	January 2026	December 2026	MOOE	₱18,000.00	-	
Attendance to Trainings and Seminars	Cash Unit	Registration, Travelling Expenses	N/A	No	N/A	January 2026	December 2026	INSET	₱10,000.00	-	
Attendance to Trainings	Supply Unit	Registration, Traveling Expenses	N/A	No	N/A	January 2026	December 2026	MOOE	₱20,000.00	-	
Hosting of Nueva Ecija Council of Personnel Officer (NECPO) meetings	Personnel Unit	Year round assembly meetings	N/A	No	N/A	January 2026	December 2026	MOOE	₱30,000.00	-	
Participation to Civil Service Commission milestones	Personnel Unit	Fun Run, Civil Service Anniversary	N/A	No	N/A	September 2026	September 2026	MOOE	₱20,000.00	-	
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	₱48,000.00	-	
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	₱50,000.00	-	
Participation / Attendance in External Seminars	Budget	Registration, Traveling Expenses	N/A	No	N/A	January 2026	December 2026	MOOE	₱50,000.00	-	
Procurement of Meals for the Conduct of Data Analytics for Education Leaders	SGOD	Food for participants	Small Value Procurement	No	LCRB	February 2026	February 2026	MOOE	₱13,250.00		
Meals for the Launching of the DRRMS Priority Agenda	SGOD-DRRM	Food for Participants	Small Value Procurement	No	LCRB	April 2026	May 2026	CMI	₱17,500.00		
Procurement of Food for the Conduct of the Orientation-Workshop Launching of Plan	SGOD-DRRM	Food for participants	Small Value Procurement	No	LCRB	April 2026	May 2026	CMI	₱35,800.00		
Procurement of Meals for the conduct of Cluster TA on the Establishment of SGC in Elementary Schools	SGOD	Food for participants	Small Value Procurement	No	LCRB	May 2026	May 2026	CMI	₱44,000.00		

Procurement of Supplies and Equipment for the Division Training of Teachers on the Revised Grade 6,9,and 10 Curriculum	SGOD	Supplies for Training	Small Value Procurement	No	LCRB	May 2026	May 2026	CMI	₱88,000.00		
Procurement of Catering Services for the Division Training of Teachers on the Revised Grade 6,9,and 10 Curriculum	SGOD	Food for the Participants	Small Value Procurement	No	LCRB	May 2026	May 2026	CMI	₱710,400.00		
Procurement of Advocacy Campaign Materials	SGOD	Advocacy Material for Brigada Eskwela	Small Value Procurement	No	LCRB	May 2026	May 2026	MOOE	₱34,000.00		
Procurement of Food for the Conduct of BERT Camp	SGOD	Food for participants	Small Value Procurement	No	LCRB	May 2026	June 2026	CMI	₱115,500.00		
Procurement of Food for the Conduct of the Crafting of Lesson Exemplars	CID	Food for participants	Small Value Procurement	No	LCRB	May 2026	May 2026	MOOE	₱119,200.00		
Procurement of Food for the Conduct of the Empowering Grades 2&3 Teachers Through a Training	CID	Food for participants	Small Value Procurement	No	LCRB	May 2026	May 2026	MOOE	₱28,800.00		
Procurement of Food for the Conduct of Project History: Enhancing Teachers' Pedagogical Skills and Content Knowledge in Araling Panlipunan	CID	Food for participants	Small Value Procurement	No	LCRB	May 2026	May 2026	MOOE	₱12,800.00		
Procurement of food for the conduct of HUSAY-FIL	CID	Food for participants	Small Value Procurement	No	LCRB	May 2026	May 2026	MOOE	₱24,000.00		
Procurement of Food for the Conduct of the Training-Workshop for the Enhancement of Learning and Service Continuity and Procurement of Nutritious Food Packs for the Implementation of the SBFP for SY 2026-2027 for 55 days	SGOD-DRRM	Food for participants	Small Value Procurement	No	LCRB	June 2026	June 2026	CMI	₱33,300.00		
	SGOD	Procurement of NFPs	Competitive Bidding	No	LCRB	June 2026	N/A	CMI	₱4,998,125.00		
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Procurement of Sublimation Polo Shirt for Uhay Parade	SGOD	Poloshirt for Uhay Parade	Direct Acquisition	No	N/A	January 2026	January 2026	MOOE	₱37,000.00		
Procurement of Clerical Chair for	Accounting Unit	Office equipment	Direct Acquisition	No	N/A	February 2026	February 2026	MOOE	₱1,500.00		
Labor and Materials for Drywall Partition and Electrical Wirings in Supply Unit	Administrative	Repair and Maintenance	Direct Acquisition	No	N/A	February 2026	February 2026	MOOE	₱17,242.00		
Procurement of Printing and Delivery Service for the SDO Uhay Journal	SGOD	Printing and Delivery of Journal for FY 2025	Direct Acquisition	No	N/A	January 2026	January 2026	MOOE	₱21,000.00		
Procurement of Dry Seal for Legal Unit	Legal Unit	Dry seal for documents	Direct Acquisition	No	N/A	April 2026	April 2026	MOOE	₱3,100.00		
Procurement of Light Fixtures and Shelf Board for the Teacher's Hall	Administrative	Repair and Maintenance	Direct Acquisition	No	N/A	February 2026	February 2026	MOOE	₱14,885.00		
Procurement of Executive Table for the Division Attorney	Legal Unit	Office Equipment	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱23,000.00		
Procurement of 4-Door Filing Cabinet, Executive Chair, and Clerical Chair for Legal Unit	Legal Unit	Office Equipment	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱46,000.00		
Procurement of Snacks and Token for SDS visitors	Procurement Unit	Food and token for visitors	Direct Acquisition	No	N/A	February 2026	February 2026	MOOE	₱1,892.00		
Labor and Material for the repainting and electrical wirings of the Legal unit	Administrative	Repair and Maintenance	Direct Acquisition	No	N/A	February 2026	February 2026	MOOE	₱19,208.00		
Procurement of Floating Shelf Board for ASDS Office	ASDS	Office equipment	Direct Acquisition	No	N/A	February 2026	February 2026	MOOE	₱2,460.00		

Procurement of Supplies for the 1st Quarter of 2026 Not Available in DBM PS	Supply Unit	Office supplies	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱107,730.00		
Procurement of Janitorial Supplies for the 1st Quarter of 2026 Not Available in DBM PS	Supply Unit	Janitorial supplies	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱18,350.00		
Procurement of Printer, Filing Cabinet, and Executive Chair for Procurement Unit	Procurement Unit	Office equipment	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱35,620.35		
Procurement of Airconditioning Units for Library Hub and Supply Unit	Administrative	Office equipment	Direct Acquisition	No	N/A	February 2026	February 2026	MOOE	₱90,225.00		
Procurement of Executive Chairs for SGOD Office	SGOD	Office equipment	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱13,854.80		
Procurement of Biometrics for the HRIS system	ICT unit	Office equipment	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱7,000.00		
Procurement of Media Converter Gigabit Pair A & B for Replacement and back-up for SDO Network	ICT unit	Office equipment	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱3,000.00		
Procurement of 4 Tire replacements for DepEd Vehicle (Van)	Administrative	Maintenance of Deped vehicle	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱19,600.00		
Procurement of Clerical Chair for Budget Unit	Budget Unit	Office equipment	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱5,500.00		
Procurement of Printer for Accounting Unit	Accounting Unit	Office equipment	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱6,000.00		
Procurement of Services and Materials for the Wood Varnishing of Legal Unit	Administrative	Repair and Maintenance	Direct Acquisition	No	N/A	March 2026	March 2026	MOOE	₱3,755.00		
Preventive Maintenance of DepEd Vehicle	Administrative	Maintenance of Deped vehicle	Direct Acquisition	No	N/A	April 2026	April 2026	MOOE	₱25,465.00		
Procurement of Printer and Executive Chair for Supply Unit	Supply Unit	Office equipment	Direct Acquisition	No	N/A	April 2026	April 2026	MOOE	₱20,723.40		
Procurement of Printer for Legal Unit	Legal Unit	Office equipment	Direct Acquisition	No	N/A	April 2026	April 2026	MOOE	₱6,000.00		
Procurement for Services and Materials for the Installation of Polycarbonate in ICT Unit and Repair of Metal Door in the	Administrative	Repair and Maintenance	Direct Acquisition	No	N/A	April 2026	April 2026	MOOE	₱8,385.00		
Procurement of Services for the General Cleaning and Checking of Split-type Aircon in Conference Hall and Accounting Office	Administrative	Repair and Maintenance	Direct Acquisition	No	N/A	May 2026	May 2026	MOOE	₱7,500.00		
Procurement of Services for Charge of Freon in ASDS Office and 3-Split Type Aircon cleaning in SDS Office	Administrative	Repair and Maintenance	Direct Acquisition	No	N/A	May 2026	May 2026	MOOE	₱5,600.00		
Procurement of Electric Fan for Budget Unit	Budget Unit	Office equipment	Direct Acquisition	No	N/A	June 2026	June 2026	MOOE	₱1,500.00		
Maintenance and Cleaning of Airconditioning Units in SGOD Office	SGOD	Repair and Maintenance	Direct Acquisition	No	N/A	June 2026	June 2026	MOOE	₱7,500.00		
Aircon Cleaning in Budget Unit	Budget Unit	Repair and Maintenance	Direct Acquisition	No	N/A	June 2026	June 2026	MOOE	₱1,700.00		
Procurement of Printer for SDS Office	Procurement Unit	Office equipment	Direct Acquisition	No	N/A	June 2026	July 2026	MOOE	₱14,000.00		
Procurement of Office Door Signages for Procurement and Legal	Procurement Unit	Office signages	Direct Acquisition	No	N/A	June 2026	June 2026	MOOE	₱1,300.00		
Vehicle Insurance for DepEd Vehicle (Pick-up)	Administrative	Vehicle Insurance	Direct Acquisition	No	N/A	June 2026	June 2026	MOOE	₱7,002.79		
Renewal of Vehicle Registration (Pick-up)	Administrative	Vehicle Registration	Direct Acquisition	No	N/A	June 2026	June 2026	MOOE	₱2,259.06		

Snacks for the Turn-over Ceremony of the Solar Power System	Procurement Unit	Food for attendees	Direct Acquisition	No	N/A	June 2026	June 2026	MOOE	₱8,500.00		
Procurement of Materials for Replacement of busted Light Fixtures in Admin Bldg. And Teacher's Hall	Procurement Unit	Repair and Maintenance	Direct Acquisition	No	N/A	June 2026	June 2026	MOOE	₱5,525.00		
Procurement of Rice Cooker with Steamer for SDS Office	Procurement Unit	Office equipment	Direct Acquisition	No	N/A	June 2026	June 2026	MOOE	₱1,595.00		
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Preparation of Disbursement Vouchers	Accounting Unit	Allocation for supplies and materials		No	N/A	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	N/A	January 2026	December 2026	MOOE	₱24,920.00		
Procurement of Office Supplies and Materials	Administrative Unit	Allocation for supplies and materials		No	N/A	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	N/A	January 2026	December 2026	MOOE	₱105,000.00		
Office Supplies	Cash Unit	Year round supplies of office supplies		No	N/A	January 2026	December 2026	MOOE	₱40,000.00		
Office Supplies	Budget	Office supplies for the whole year		No	N/A	January 2026	December 2026	MOOE	46,731.00		
Supplies for SDO	Supply Unit	Allocation for supplies and materials		No	N/A	January 2026	December 2026	MOOE	253,333.75		
Procurement of Supplies and Materials	CID	Procurement of Supplies and Materials		No	N/A	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:
Total Amount of CSEs to be purchased from PS-DBM:
Total Amount of Estimated Budget:

₱310,000.00
₱570,484.75
₱9,419,369.15

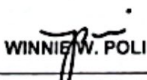
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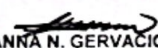
Recommended by:

Approved by:

By the Authority of the Bids and Awards Committee:


SHIRLEY A. PASCUAL
Signature over Printed Name
Administrative Officer IV
Bids and Awards Committee Secretariat


WINNIE W. POLI
Signature over Printed Name
Education Program Supervisor-SGOD
Bids and Awards Committee Chairperson


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

Date: July 30, 2024

Date: July 30, 2024

Date: July 30, 2024