

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
General Requirements											
Procurement of Meals with Venue for the 1st Division Management Committee Meeting for CY 2026 (AC-26-6211-GASS-003)	st+++	meals with venue for 110 pax	Small Value Procurement (SVP)	No	MEARB	10/2025	12/2025	CY 2026 GASS Current Fund - (MOOE)	66,000.00		
Procurement of Meals with venue for the meeting with private and non-DepEd schools (AC-26-6211-GASS-003)	OSDS	meals with venue for 20 pax per day for 4 days	Small Value Procurement (SVP)	No	LCRB	10/2025	12/2025	CY 2026 GASS Current Fund - (MOOE)	32,000.00		
Procurement of Meals with Venue for the 2nd Division Management Committee Meeting for CY 2026 (AC-26-6211-GASS-003)	OSDS	meal with venue for 110 pax	Small Value Procurement (SVP)	No	MEARB	04/2026	06/2026	CY 2026 GASS Current Fund - (MOOE)	66,000.00		
Procurement of Meals with Venue for the 3rd Division Management Committee Meeting for CY 2026 (AC-26-6211-GASS-003)	OSDS	meals with venue for 110 pax	Small Value Procurement (SVP)	No	MEARB	07/2025	09/2025	CY 2026 GASS Current Fund - (MOOE)	66,000.00		
Procurement of Meals with Venue for the 4th Division Management Committee Meeting for CY 2026 (AC-26-6211-GASS-003)	OSDS	meals with venue for 110 pax	Small Value Procurement (SVP)	No	MEARB	09/2026	11/2026	CY 2026 GASS Current Fund - (MOOE)	66,000.00		
Procurement of Meals and Venue during the conduct of Performance Planning and Commitment for CY 2026 (AC-26-6211-GASS-004)	OSDS	meals and venue for 48 pax	Small Value Procurement (SVP)	No	MARB	12/2025	02/2026	CY 2026 GASS Current Fund - (MOOE)	28,800.00		
Procurement of Supplies and Materials during the conduct of 2026 National/World Teachers' Day Celebration (AC-26-6211-GASS-005)	OSDS	supplies and materials for 2026 NTD/WTD	Direct Acquisition (DA)	No	LCRB	07/2026	09/2026	CY 2026 GASS Current Fund - (MOOE)	150,000.00		
Procurement of Meals for the conduct of Spiritual Enhancement of SDO Personnel for CY 2026 (AC-26-6211-GASS-006)	OSDS	meals for 100 pax	Small Value Procurement (SVP)	No	MEARB	01/2026	03/2026	CY 2026 GASS Current Fund - (MOOE)	50,000.00		
Procurement of Meals for Salu-Salo Together (AC-26-6211-GASS-008)	OSDS	meals for 100 pax	Small Value Procurement (SVP)	No	MEARB	10/2025	12/2025	CY 2026 GASS Current Fund - (MOOE)	100,000.00		
Procurement of Supplies and Materials for the conduct of Awarding of Outstanding Personnel and Service/Loyalty Award for CY 2026 (AC-26-6211-GASS-009)	OSDS	Supplies and Materials Expenses	Small Value Procurement (SVP)	No	LCRB	07/2026	09/2026	CY 2026 GASS Current Fund - (MOOE)	60,000.00		

Procurement of Supplies during the conduct of Rewarding of SDO Personnel (AC-26-6211-GASS-010)	OSDS	Supplies for the conduct of rewarding of SDO Personnel	Direct Acquisition (DA)	No	LCRB	10/2026	12/2026	CY 2026 GASS Current Fund - (MOOE)	160,000.00		
Procurement of Security services for SDO Ligao City for CY 2026 (AC-26-6211-GASS-011)	OSDS	Security Services	Competitive Bidding (CB)	Yes		09/2025	12/2025	CY 2026 GASS Current Fund - (MOOE)	821,250.00	Early Procurement Activity	
Procurement of Mineral water for SDO personnel (AC-26-6211-GASS-012)	OSDS	Drinking Water Supply Expenses	Small Value Procurement (SVP)	No	LCRB	10/2025	12/2025	CY 2026 GASS Current Fund - (MOOE)	12,500.00		
Cleaning and check-up of aircon units (AC-26-6211-GASS-012)	OSDS	Airconditioning Cleaning and Maintenance Services	Small Value Procurement (SVP)	No	LCRB	12/2025	02/2026	CY 2026 GASS Current Fund - (MOOE)	9,000.00		
Diesel/Gasoline (AC-26-6211-GASS-012)	OSDS	Diesel and Gasoline Supply Expenses	Direct Retail Purchase (NP-DRP)	No	LCRB	10/2025	12/2025	CY 2026 GASS Current Fund - (MOOE)	192,000.00		
Catering Services for the Assessment of applicants for Vacant/Reclassification of positions for Teaching,Related Teaching, School Administrator and Non-Teaching Positions for CY 2026	OSDS	Catering Services for the Assessment of applicants for Vacant/Reclassification of positions for Teaching,Related Teaching, School Administrator and Non-Teaching Positions for CY 2026	Small Value Procurement	No	LCRB	01/2026	01/2026	GAA FY 2026	87,500.00		
Catering Services for the Recruitment, Selection of Kinder, Elementary, Junior and Senior High School Teacher-Applicants for SY 2026-2027	OSDS	Catering Services for the Recruitment, Selection of Kinder, Elementary, Junior and Senior High School Teacher-Applicants for SY 2026-2027	Small Value Procurement	No	LCRB	01/2026	01/2026	GAA FY 2026	155,800.00		
Meals and venue during the 2025 Private Schools and Non-DepED Schools ManCom Meeting	OSDS	Meals and venue during the 2025 Private Schools and Non-DepED Schools ManCom Meeting	Small Value Procurement	No	LCRB			GAA FY 2026	28,000.00		
						01/2026	01/2026				
Materials for the Conduct of CY 2024 OPCRF Validation	OSDS	Materials for the Conduct of CY 2024 OPCRF Validation	Small Value Procurement	No	LCRB			GAA FY 2026	5,000.00		
						01/2026	01/2026				
Meals for the Conduct of CY 2025 OPCRF Validation	OSDS	Meals for the Conduct of CY 2025 OPCRF Validation	Small Value Procurement	No	LCRB	01/2026	01/2026	GAA FY 2026	12,000.00		
Frames for the Conduct Awarding of Outstanding Personnel for FY 2025	OSDS	Frames for the Conduct Awarding of Outstanding Personnel for FY 2025	Small Value Procurement	No	LCRB			GAA FY 2026	10,000.00		
						08/2026	08/2026				
Meals for the Conduct Awarding of Outstanding Personnel for FY 2025	OSDS	Meals for the Conduct Awarding of Outstanding Personnel for FY 2025	Small Value Procurement	No	LCRB			GAA FY 2026	75,000.00		
						08/2026	08/2026				
Certificate Holder (A4 - Plastic) for the Awarding of Teachers with Non-Readers	OSDS	Certificate Holder (A4 - Plastic) for the Awarding of Teachers with Non-Readers	Small Value Procurement	No	LCRB			GAA FY 2026	15,000.00		
						08/2026	08/2026				
Printing and Publication	OSDS	Printing and Publication	Small Value Procurement	No	LCRB			GAA FY 2026	10,000.00		
						03/2026	03/2026				
Repair of SDO Building	OSDS	Repair of SDO Building	Small Value Procurement	No	LCRB	11/2026	12/2026	GAA FY 2026	150,000.00		

Semi-Expendable - Office Equipment	OSDS	Semi-Expendable - Office Equipment	Small Value Procurement	No	LCRB	06/2026	07/2026	GAA FY 2026	100,000.00		
Semi-Expendable - ICT Equipment	OSDS	Semi-Expendable - ICT Equipment	Small Value Procurement	No	LCRB	07/2026	08/2026	GAA FY 2026	50,000.00		
Other Supplies Expenses	OSDS	Other Supplies Expenses	Small Value Procurement	No	LCRB	06/2026	07/2026	GAA FY 2026	131,200.00		
Furniture and Fixture Semi-Expendable Items	OSDS	Furniture and Fixture Semi-Expendable Items	Small Value Procurement	No	LCRB	06/2026	07/2026	GAA FY 2026	100,000.00		
Meals for the Conduct of CY 2025 OPCRF Validation of SDO Ligao City (AC-26-6627-GASS-P2-002)	OSDS	Meals for 40 pax for 1 day	Small Value Procurement	No	LCRB	10/2025	12/2025	CY GASS Continuing Fund - (MOOE)	18,000.00		
Materials for the Conduct of CY 2025 OPCRF Validation (AC-26-6627-GASS-P2-002)	OSDS	10 pcs token	Direct Acquisition (DA)	No	LCRB	10/2025	12/2025	CY GASS Continuing Fund - (MOOE)	4,000.00		
Procurement of Meals with airconditioned venue for the Conduct of Program Implementation Review and Performance Assessment (PIRPA) for CY 2026 to ensure PPAs implementation and BEMEF compliance	SGOD	meals with air-conditioned venue for 50 participants for 4 days	Small Value Procurement	No	MEARB	01/2026	02/2026	GASS	80,000.00		
Procurement of packed meals for the Conduct of SGOD Monthly Coordination Meeting Cum Learning Enhancement Activity to monitor and provide updates to all SGOD personnel	SGOD	packed meals for 31 participants for 8 half days	Small Value Procurement	No	MEARB	01/2026	01/2026	GASS	24,800.00		
Procurement of Meals with airconditioned venue for the Conduct of SGOD Target Setting and Performance Planning to commit PPAs in CY 2027 and ensure alignment with the DEDP/AIP	SGOD	meals with air-conditioned venue for 31 pax for 2 days	Small Value Procurement	No	MEARB	01/2026	02/2026	GASS	37,200.00		
Procurement of Meals with airconditioned venue for the Conduct of SGOD Quarterly Coordination Meeting and Program Implementation Review (PIR)	SGOD	meals with air-conditioned venue fo 31pax for 4 days	Small Value Procurement	No	MEARB	01/2026	02/2026	GASS	74,400.00		
Procurement of Meals with air-conditioned venue for the conduct of the Division Federated SELG and SSLG Election for SY 2026–2027 to ensure the orderly, transparent, and efficient conduct of the electoral process and the proper selection of student leaders	SGOD	meals with air-conditioned venue for 75 pax	Small Value Procurement	No	MEARB	02/2026	02/2026	Continuing LSP	50,000.00		
Procurement of Meals with air-conditioned venue for the conduct of the Division Enhancement Training on DepEd Child Protection Functionality and Orientation on the Child-Friendly School System to strengthen the capacity of school personnel in implementing child protection policies and promoting safe, inclusive, and learner-centered school environments.	SGOD	meals with air-conditioned venue for 76 for 2 days	Small Value Procurement	No	MEARB	02/2026	02/2026	continuing LSP	108,000.00		
Procurement of Supplies for the conduct of the School Caravan for Student Resiliency to support activities that promote the mental, emotional, and social well-being of learners	SGOD	supplies and materials for Grade 11 students for 12 days school caravan	Small Value Procurement	No	LCRB	01/2026	01/2026	Continuing LSP	100,000.00		

Procurement of meals with air-conditioned venue in the conduct of CY 2025 Stakeholders' Convergence, Recognition and Appreciation Program to strengthen collaboration and commitment of partners	SGOD	meals with air-conditioned venue for 60 pax	Small Value Procurement	No	MEARB	01/2026	01/2026	Continuing BPLP	36,000.00		
Procurement of office supplies in the conduct of CY 2025 Stakeholders' Convergence, Recognition and Appreciation Program to strengthen collaboration and commitment of partners	SGOD	Office Supplies -Plaques, leis, certificate holder, tarpaulin, token for 60 pax	Small Value Procurement	No	LCRB	01/2026	01/2026	Continuing BPLP	44,000.00		
Procurement of Dental Supplies for Implementation of School Dental Health Care Program (SDHCP)	SGOD	Dental Supplies for SDHP	Small Value Procurement	No	LCRB	03/2026	03/2026	Continuing LSP	7,909.00		
Procurement of Medical Supplies and Equipment for SY 2026-2027 for the treatment of learners, teaching and non-teaching personnel	SGOD	Medical Supplies and Equipment Expenses	Small Value Procurement	No	LCRB	04/2026	04/2026	GASS 2026	30,000.00		
Procurement of meals with a non air-conditioned venue for the conduct of the Division Orinationation on the Administration of Psychosocial Assesment to screen learners with mental health issues	SGOD	meals with venue for 80 pax	Small Value Procurement	No	LCRB	02/2026	02/2026	GAA Continuing Appropriatio (LSP RO-5-25-01986)	36,000.00		
Procurement of meals, materials, and an air-conditioned venue during the conduct of the Learning and Development on Empowering School Heads through Transformational Leadership to strengthen the leadership capacity of school heads by developing transformational leadership competencies that promote school improvement, teacher empowerment, and enhanced learner outcomes.	SGOD	materials, meals with venue for 77 pax for 3 days	Small Value Procurement	No	MEARB	02/2026	04/2026	HRTD Current Fund	188,600.00		
Procurement of meals, materials, and an air-conditioned venue during the Conduct of Enhancing Pedagogical Skills and Assessment Practices of Master Teachers to enhance their pedagogical expertise and assessment practices, enabling them to improve teaching quality, mentor teachers effectively, and support learner achievement.	SGOD	meals with air-conditioned venue and materials for Enhancing Pedagogical Skills and Assessment Practices of MTs	Small Value Procurement	No	MEARB	02/2026	04/2026	HRTD Current Fund	195,200.00		
Procurement of meals, materials, and an air-conditioned venue during the Conduct of Teacher Induction Program for Beginning Teachers to support beginning teachers in their professional transition by equipping them with the necessary knowledge, skills, values, and dispositions to perform their teaching roles effectively and confidently in alignment with DepEd standards and school policies.	SGOD	meals with air-conditioned venue and materials for 77 pax for 3 days	Small Value Procurement	No	MEARB	02/2026	04/2026	HRTD Current Fund	188,600.00		
Procurement of meals, materials, and an air-conditioned venue during the Conduct of Training-Workshop on the Development of Quality Learning Resources to ensure quality assured learning resources for PDPs	SGOD	75 pax (2 days-live out) (3 days-live out)	Small Value Procurement	No	LCRB	02/2026	02/2026	HRTD Current Fund	533,788.00		
Procurement of meals, materials, and an air-conditioned venue during the Conduct of Capacity Building to Empower Mentors in Support to Instructional Assistance to strengthen the competencies of mentors by enhancing their instructional coaching, mentoring, and collaborative support skills to improve teaching practices and learner performance.	SGOD	meals with air-conditioned venue and materials for 90 pax for 2 days	Small Value Procurement	No	LCRB	04/2026	05/2026	HRTD Current Fund	123,000.00		

Procurement of meals, materials, and an air-conditioned venue during the Conduct of Division Workshop on the Preparation and Packaging of Completed Research to strengthen their skills in preparing, organizing, and packaging completed research outputs in accordance with approved standards	SGOD	meals with air-conditioned venue and materials for 77 pax	Small Value Procurement	No	LCRB	03/2026	03/2026	HRTD Current Fund	46,200.00		
Procurement of meals, materials, and an air-conditioned venue during the Conduct of Learning and Development for Teachers in Writing Research Proposals to strengthen their skills in preparing, organizing, and packaging completed research outputs in accordance with approved standards	SGOD	meals with air-conditioned venue and materials for 78 pax for 2 days	Small Value Procurement	No	LCRB	02/2026	03/2026	HRTD Current Fund	138,600.00		
Procurement of meals, materials, and an air-conditioned venue during the Conduct of Learning and Development on Strengthening SBM and SGC CUM SBM practitioners Assembly through enhancing their knowledge, skills, and collaborative practices in planning, governance, accountability, and stakeholder engagement to support effective school leadership and improved learning outcomes.	SGOD	meals with air-conditioned venue and materials for 90 pax	Small Value Procurement	No	LCRB	02/2026	03/2026	HRTD Current Fund	80,000.00		
Procurement of meals, materials, and an air-conditioned venue during the Conduct of the Midyear PIR for Human Resource Development to assess the midyear implementation of Human Resource Development programs, projects, and activities	SGOD	meals with air-conditioned venue and materials for 34 pax	Small Value Procurement	No	LCRB	04/2026	04/2026	HRTD Current Fund	30,400.00		
Procurement of meals, materials,air-conditioned venue and accommodation during the Conduct of Year End PIR CUM 3-year HRD Strategic Planning for Human Resource Developemnt to assess the midyear implementation of Human Resource Development programs, projects, and activities	SGOD	meals with air-conditioned venue and materials for 34 pax for 3 days	Small Value Procurement	No	MEARB	04/2026	04/2026	HRTD Current Fund	254,000.00		
Procurement of Meals and Materials for the conduct of Leading with Heart and SEL for Success: Building Caring and Supportive School Community	CID	meals and materials for the conduct of Leadig with Heart and SEL for Success	Small Value Procurement	No	LCRB	02/2026	02/2026	HRTD Continuing Fund	34,400.00		
Procurement of meals, materials and venue during the conduct of Division Enhancement Activity for Master Teachers Teaching AP Grade 5 and 6	CID - AP	materials and meals with venue for 65 days for 3 days	Small Value Procurement	No	MEARB	01/2026	02/2026	HRTD Continuing Fund	141,750.00		
Procurement of meals, materials, and an air-conditioned venue during the Conduct of the Learning and Development for School Leaders on School Preventive Maintenance	SGOD	meals with venue and materials for Learning and Development for School Leaders	Small Value Procurement	No	LCRB	01/2026	01/2026	HRTD Continuing Fund	51,000.00		
Procurement of printers and inks compatible to the printer	CID - Assessment	Printers and compatible ink Expenses	Small Value Procurement	No	LCRB	02/2026	02/2026	FLO Continuing Funds	50,000.00		
Procurement of supplies and materials for use in the administration of national assessments for 67 public schools and 17 private schools	CID - Assessment	Supplies and materials for administration of national assessment	Small Value Procurement	No	LCRB	06/2026	06/2026	NASBE Continuing Funds	20,000.00		

Procurement of Materials, Meals and Catering Service with venue, Token for Speakers for the 2 Day Capacity Building and Launching in the Implementation of Project-GURO (<i>Gabayan ang mga guro Upang malinang ang mga kakayahan at magResulta sa Oras na kapakinabangan at kagalingan</i>)	CID - Filipino	catering services with venue, training materials and token for speakers	Small Value Procurement	No	MEARB	01/2026	02/2026	Continuing HRTD Fund	96,000.00		
Procurement of Catering Service with venue, token for Speaker and material PAG-ANGKLA: 3 Day Capacity Bldg for Master Teacher and Key Teachers along Pagtatasa sa Pagtatanong at Paggawa ng Pagsusulit Salig sa Pamanatayng Pangnilalaman at Pamantayan sa Pagganap	CID - Filipino	catering services with venue for 82 participants	Small Value Procurement	No	MEARB	06/2026	06/2026	Continuing HRTD Fund	160,000.00		
Procurement of Office Supplies for the Development, Refinement and Quality Assurance of PISA-like Test Materials for the Revised K-12 Curriculum	CID - LRMS	Office Supplies for the Development, Refinement and Quality Assurance of PISA	Small Value Procurement	No	LCRB	06/2026	06/2026	Textbooks/IMS/FLO Fund	11,458.49		
Procurement of Catering Services and Venue, Tarpaulin and Supplies for the conduct of Learning and Development for Mathematics Teachers along Content, Pedagogy, Technology and Assessment (MATHECH)	CID - Mathematics	Tarpaulin, Supplies and Catering Services with Venue for the conduct of MATHECH	Small Value Procurement	No	LCRB	09/2026	09/2026	HRTD Current Fund	170,000.00		
Procurement of Meals, Venue and Materials during the conduct of Division Training for re-Upskilling Elementary Teachers in Good Manners and Right Conduct Instruction	CID - GMRC/VE/Guidance	materials and meals with venue for 77 pax for 3 days	Small Value Procurement	No	LCRB	07/2026	09/2026	HRTD Current Fund	141,612.00		
Procurement of Meals with Venue for the conduct of Quarterly Meeting of PSDSs with School Heads	CID	meals with venue for 77 pax per quarter	Small Value Procurement	No	LCRB	01/2026	01/2026	GASS - CID	184,800.00		
Procurement of Meals with venue for the conduct of CY 2026 Mid-Year and Year-End PIRPA	CID	meals with venue for 26 pax for the 2026 PIRPA	Small Value Procurement	No	LCRB	01/2026	01/2026	GASS - CID	31,200.00		
Procurement of meals and materials on the conduct of Division Capacity Bldg. for JHS/SHS TLE/TVL/SPTVE Teachers on the Content and Performance Standards	CID - EPP/ TLE/ TVL/ SPTEV	meals and materials for the Division Capacity Building for JHS/SHS	Small Value Procurement	No	MEARB	08/2026	10/2026	HRTD Current Fund	162,000.00		
Procurement of meals, sound system, office supplies, décor and services for the conduct of City Meet 2026	SGOD	meals, sound system, office supplies, décor and services	Direct Acquisition	No	LCRB	01/2026	02/2026	SEF	81,860.00		
Miscellaneous Items (Per Sec 32.2 of RA No. 12009)											
Procurement of meals (with venue), office supplies, materials and services	OSDS		Direct Acquisition						90,000.00		
Procurement of meals, office supplies, materials and services	SGOD		Direct Acquisition						102,212.48		
	Procurement of Meals with air-conditioned venue, office supplies and equipment - Youth Formation Program		Direct Acquisition		50,000.00						
	Procurement of meals, office supplies and services - SME		Direct Acquisition		24,000.00						
	Procurement of meals, supplies and materials - SocMob		Direct Acquisition		5,654.00						

		Produrement of meals, supplies and materials - Sports	Direct Acquisition		20,000.00					
		Produrement of meals, supplies and materials - Sports	Direct Acquisition		2,558.48					
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)										
Procurement of Common use supplies and Equipment with PS-DBM						as the need arises	as the need arises		1,492,642.97	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects:821,250.00

Total Amount of CSEs to be purchased from PS-DBM:1,492,642.97

Total Amount of Estimated Budget:6,379,132.94

Prepared by:


MARY JOELLE E. OLLET
Signature over Printed Name
Administrative Officer V
Bids and Awards Committee Secretariat
Date 1/29/26

Recommended by

By the Authority of the Bids and Awards Committee


MELCHIZEDEK C. TONGCO
Signature over Printed Name
Assistant Schools Division Superintendent
Bids and Awards Committee Chairperson
Date 01/29/26

Approved by


NYMPHA D. GUEMO
Signature over Printed Name
Schools Division Superintendent
Head of the Procuring Entity
Date