



 Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

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											
2026 Mid-Year Performance Review and Evaluation	OSDS	Procurement of venue, meals and snacks for the conduct of the 2026 Mid-Year Performance Review and Evaluation	Small Value Procurement	No	LCRB	July 2026	September 2026	FY 2026 GAA (MOOE)	160,000.00		
Civil Service Month 2026 Celebration	OSDS	Procurement of meals and snacks and supplies for the conduct of the Civil Service Month 2026 Celebration	Small Value Procurement	No	LCRB	July 2026	September 2026	FY 2026 GAA (MOOE)	175,000.00		
2026 Year-End Performance Review and Evaluation	OSDS	Procurement of venue, meals and snacks and supplies for the conduct of the 2026 Year-End Performance Review and Evaluation	Small Value Procurement	No	LCRB	October 2026	December 2026	FY 2026 GAA (MOOE)	400,000.00		
Division Onboarding Program for Non-Teaching Personnel	SGOD	Procurement of venue, meals and snacks and supplies for the conduct of the Division Onboarding Program for Non-Teaching Personnel	Small Value Procurement	No	LCRB	January 2026	December 2026	FY 2026 GAA (MOOE)	100,000.00		
Division Management Committee Meetings	OSDS	Procurement of venue, meals and snacks for the conduct of the Division Management Committee Meetings	Small Value Procurement	No	LCRB	January 2026	December 2026	FY 2026 GAA (MOOE)	100,000.00		
Division Monitoring, Evaluation, and Adjustment (DMEA)	SGOD	Procurement of meals and snacks for the conduct of the Division Monitoring, Evaluation, and Adjustment (DMEA)	Small Value Procurement	No	LCRB	January 2026	December 2026	FY 2026 GAA (MOOE)	100,000.00		
Division Pamaskong Handog 2026	SGOD	Procurement of meals and snacks and supplies for the conduct of the Division Pamaskong Handog 2026	Small Value Procurement	No	LCRB	October 2026	December 2026	FY 2026 GAA (MOOE)	50,000.00		
Division Awarding Ceremony	SGOD	Procurement of venue, meals and snacks and materials for the conduct of the Division Awarding Ceremony	Small Value Procurement	No	LCRB	October 2026	December 2026	FY 2026 GAA (MOOE)	175,000.00		



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Division World Teachers Month Celebration	SGOD	Procurement of materials and supplies for the conduct of the Division World Teachers Month Celebration	Small Value Procurement	No	LCRB	August 2026	October 2026	FY 2026 GAA (MOOE)	75,000.00		
Quality Management System Seminars	Training Advocacy Team	Procurement of meals and snacks for the conduct of the Quality Management System Seminars	Small Value Procurement	No	LCRB	January 2026	December 2026	FY 2026 GAA (MOOE)	50,000.00		
Participation in the Province of Davao del Norte's Founding Anniversary Celebration	OSDS	Procurement of meals and snacks and supplies for the Participation in the Province of Davao del Norte's Founding Anniversary Celebration	Small Value Procurement	No	LCRB	May 2026	July 2026	FY 2026 GAA (MOOE)	76,500.00		
Committee Meetings for the Hosting DAVRAA 2026	SGOD	Procurement of meals and snacks for the Committee Meetings for the Hosting DAVRAA 2026	Small Value Procurement	No	LCRB	February 2026	February 2026	FY 2026 GAA (MOOE)	24,000.00		
DEXECOM Meetings	OSDS	Payment of various expenses and reimbursements for the conduct of DEXECOM Meetings	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	3,833.00		
Travel Expenses (OSDS, SGOD, CID Personnel)		Payment of travel claims and reimbursements	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	2,325,000.00		
Conduct of Various Trainings of the Curriculum Implementation Division (CID)	CID	Procurement of venue, meals and snacks for the Conduct of Various Trainings of the Curriculum Implementation Division (CID)	Small Value Procurement	No	LCRB	January 2026	December 2026	FY 2026 GAA (MOOE)	250,000.00		
Conduct of Various Trainings of the Schools Governance and Operations Division (SGOD)	SGOD	Procurement of venue, meals and snacks for the Conduct of Various Trainings of the Schools Governance and Operations Division (SGOD)	Small Value Procurement	No	LCRB	January 2026	December 2026	FY 2026 GAA (MOOE)	185,667.00		



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Procurement of Other Supplies not Available in the DBM	Supply Office	Procurement of other supplies not available in the DBM-PS but are regularly purchased in reputable suppliers	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	490,033.53		
Accountable Forms	Cash Office	Payment of expenses for accountable forms	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	15,000.00		
Procurement of Drugs and Medicines for the Division Office	School Health Section	Procurement of various Drugs and Medicines for the Division Office	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	50,000.00		
Procurement of ICT Equipment and Materials for the Division Office	ICT Office	Procurement of various ICT Equipment and Materials for the Division Office	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	23,600.00		
Procurement of Furnitures and Fixtures for the Division Office	Supply Office	Procurement of various Furnitures and Fixtures for the Division Office	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	21,190.00		
Procurement of Petroleum Fuel, Oil, and Lubricants for the DepEd Division Office Service Vehicles	Supply Office	Procurement of various Petroleum Fuel, Oil, and Lubricants for the DepEd Division Office Service Vehicles	Negotiated Procurement: 35.13 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	No	LCRB	January 2026	December 2026	FY 2026 GAA (MOOE)	1,227,285.00		
Procurement of Drinking Water for the Division Office	Supply Office	Procurement of Drinking Water for the Division Office	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	72,000.00		
Water Expenses		Payment for water expenses of the Division Office	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	143,000.00		
Electricity Expenses		Payment for electricity expenses of the Division Office	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	2,012,000.00		
Internet Subscription Expenses		Payment for internet subscription expenses of the Division Office	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	315,000.00		
Mobile Expenses		Payment for mobile expenses claims and reimbursements	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	482,000.00		
Postage and Courier Expenses		Payment for postage and courier expenses and reimbursements	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	4,000.00		



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Other General Services		Payment for salaries and wages and other grants/benefits for Division Office JOs	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	1,912,000.00		
Auditing Services - Travel Expenses	COA	Payment of travel claims and reimbursements	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	25,000.00		
Auditing Services - Procurement of various supplies and equipment	COA	Procurement of various supplies and equipment	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	56,000.00		
Repair and Maintenance of the Division Office Building	Supply Office	Procurement of various supplies/materials and equipment and labor for the Repair and Maintenance of the Division Office Building	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	175,000.00		
Repair and Maintenance of Various Division Office Equipment	ICT Office	Procurement of various supplies/materials and equipment and labor for the Repair and Maintenance of Various Division Office Equipment	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	250,000.00		
Repair and Maintenance of the Division Office Service Vehicles	Supply Office	Procurement of various supplies/materials and equipment and labor for the Repair and Maintenance of the Division Office Service Vehicles	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	450,000.00		
Rental of Storage Facilities for Various Documents and Supplies	Supply Office	Procurement of rental services of Storage Facilities for Various Documents and Supplies	Negotiated Procurement: 35.9 Lease of Real Property and Venue	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	485,100.00		
Various supplies and materials for the Library Hub	LRMS	Procurement of various supplies and materials for the Library Hub	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	88,520.00		
Repair and Maintenance of the Library Hub	LRMS	Procurement of various supplies/materials, and labor for the repair and maintenance of Library Hub	Small Value Procurement	No	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	15,000.00		
Library Hub - Electricity Expenses	LRMS	Payment for electricity expenses of the Library Hub	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	72,000.00		



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Library Hub - Internet Expenses	LRMS	Payment for internet expenses of the Library Hub	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	20,640.00		
Library Hub - Water Expenses	LRMS	Payment for water expenses of the Library Hub	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	3,840.00		
Other Professional Services Expenses		Payment for Other Professional Services Expenses	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	3,000.00		
Fidelity Bond Premium		Payment for Fidelity Bond Premium Expenses	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	221,100.00		
Taxes, Duties, and Licenses		Payment for Taxes, Duties, and Licenses Expenses	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	24,000.00		
Insurance Expense		Payment for Insurance Expenses	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	204,000.00		
Prizes - Division Activities		Payment for Cash Prizes claims for Division Office Activities	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	8,500.00		
Printing and Publication Expense		Payment for Printing and Publication Expenses	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	15,000.00		
Website Maintenance Expense		Payment for Website Maintenance Expenses	N/A	N/A	N/A	January 2026	December 2026	FY 2026 GAA (MOOE)	8,000.00		
Other MOOE						January 2026	December 2026	FY 2026 GAA (MOOE)	219,225.00		
									13,361,033.53		



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Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
None											
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of CSE at DBM	Supply Office	Procurement of Common Use Supplies and Equipment at DBM	NP-Agency to Agency			January 2026	December 2026	FY 2026 GAA (MOOE)	509,966.47	/	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 0
 Total Amount of CSEs to be purchased from PS-DBM: 509,966.47
 Total Amount of Estimated Budget: 13,871,000.00

Prepared by:


JILLIAN APRIL A. CASAL
 Signature over Printed Name
 Position/Designation
Bids and Awards Committee Secretariat Chairperson

Date : _____

Recommended by:

JANETTE G. VELOSO, CESO VI
 Signature over Printed Name
 Position/Designation
Bids and Awards Committee Chairperson

Date : _____

Approved by:

REYNALDO B. MELLORONA, CESO V
 Signature over Printed Name
 Position/Designation
Schools Division Superintendent

Date : _____