



Republic of the Philippines

Department of Education

REGION XI

SCHOOLS DIVISION OF DIGOS CITY

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											
Mandatory Expenses											
Fidelity Bond Premiums	Office of the Schools Division Superintendent (OSDS), Cashier Unit and Administrative Services	Goods	Direct Contracting	No	Not Applicable (N/A)	N/A	N/A	General Appropriations Act (GAA) FY 2026	₱157,500.00		
Accountable Forms Expenses	OSDS	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱8,000.00		
Water Expenses - Water District	OSDS	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱60,000.00		
Electricity Expenses	OSDS	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱1,560,000.00		
Commission on Audit Allocation											
Auditing Services	COA	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱50,000.00		
Communication Expenses											
Postpaid & Prepaid Load (Mobile)	Schools Division Office (SDO) Personnel	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱423,600.00		
Telephone Expenses	OSDS	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱30,000.00		
Internet Subscription	OSDS	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱420,000.00		
Fuel, Oil and Lubricant Expenses											
Procurement of Petroleum Fuel, Oil and Lubricant (POL) Products for SDO-Digos City	OSDS	Goods	Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	No	LCQ/LCRQ	02/2026	02/2026	GAA FY 2026	₱300,000.00		
Repair and Maintenance											
Repair and Maintenance of Office Building (Other Structures)	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	02/2026	02/2026	GAA FY 2026	₱200,000.00		
Repair and Maintenance of Office Equipment (Airconditioning units, etc.)	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	02/2026	02/2026	GAA FY 2026	₱50,000.00		
Repair and Maintenance of ICT (Equipment - IT-related Equipment, Hardware supplies, and AI Subscription)	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	04/2026	05/2026	GAA FY 2026	₱80,000.00		
Repair and Maintenance of Motor Vehicles	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	02/2026	02/2026	GAA FY 2026	₱100,000.00		
Taxes Duties & Licences & Insurance Expenses											
Taxes Duties & Licences & Insurance	OSDS	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱125,000.00		
Travelling Expenses, Registration Fees/Training Expenses & Other Activities											
Travelling Expenses (Monitoring)	SDO Personnel	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱500,000.00		



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Training Expenses (SDO Non-Teaching Personnel)	SDO Personnel	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱400,000.00		
Other General Services											
Contract of Service / Job Order	OSDS	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱464,640.00		
General Services											
Procurement of Security Services for the DepEd - Schools Division of Digos City Three (3) Licensed Security Guards	OSDS - Administrative Section	Goods	Small Value Procurement	Yes	LCQ/LCRQ	12/2025	12/2025	GAA FY 2026	₱946,800.00	Early Procurement Activity Renewal of Regular and Recurring Services	
Other Activities/Trainings											
Lease of Venue with Meals and Snacks for the Management Committee (MANCOM) Meetings	OSDS	Goods	Negotiated Procurement - Lease of Real Property and Venue	No	LCQ/LCRQ	02/2026	02/2026	GAA FY 2026	₱240,000.00		
Lease of Venue with Meals and Snacks for the Human Resource Merit Promotion and Selection Board (HRMPSB)	OSDS	Goods	Negotiated Procurement - Lease of Real Property and Venue	No	LCQ/LCRQ	02/2026	02/2026	GAA FY 2026	₱72,000.00		
Lease of Venue with Meals, Snacks and Accommodation for the One DepEd, One QMS: ISO Awareness Seminars	School Governance and Operations Division (SGOD)	Goods	Negotiated Procurement - Lease of Real Property and Venue	No	LCQ/LCRQ	02/2026	02/2026	GAA FY 2026	₱216,060.00		
Petty Cash Expenses											
Postage	OSDS	Goods	Direct Contracting	No	N/A	N/A	N/A	GAA FY 2026	₱2,000.00		
Other Supplies & Materials	OSDS	Goods	Small Value Procurement	No	N/A	N/A	N/A	GAA FY 2026	₱30,000.00		
Other General Services	OSDS	Goods	Small Value Procurement	No	N/A	N/A	N/A	GAA FY 2026	₱28,000.00		
Division Human Resource Development											
Human Resource Development Program, Projects and Activities	OSDS	Goods	Negotiated Procurement - Lease of Real Property and Venue	No	LCQ/LCRQ	02/2026	02/2026	GAA FY 2026	₱2,047,000.00		
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Procurement of Various Medicines for the Schools Division Office Personnel	School Governance and Operations Division - Health and Nutrition Unit (SGOD-HNU)	Goods	Direct Acquisition	No	LCQ/LCRQ	01/2026	02/2026	GAA FY 2026	₱20,000.00		
Supply and Delivery of 1,301 containers of Drinking Water for the use of Division Office Personnel for CY 2026	OSDS	Goods	Direct Acquisition	No	LCQ/LCRQ	02/2026	02/2026	GAA FY 2026	₱38,400.00		



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Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of Common-Used Supplies and Equipment	OSDS	Goods	NP - Agency-to-Agency	No	N/A	02/2026	02/2026	GAA FY 2026	₱825,000.00	₱9,394,000.00	
TOTAL											

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: ₱946,800.00
Total Amount of CSEs to be purchased from PS-DBM: ₱825,000.00
Total Amount of Estimated Budget: ₱9,394,000.00

Prepared by:

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Bids and Awards Committee Secretariat, Head

Date : _____

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

MARIA GENEVIEVE T. FRANSIQUE
Assistant Schools Division Superintendent
Bids and Awards Committee Chairperson

Date : _____

Approved by:

MELANIE P. ESTACIO
Schools Division Superintendent
Head of the Procuring Entity

Date : _____