



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 Column 1	End-User or Implementing Unit Column 2	General Description of the Project Column 3	Mode of Procurement Column 4	To be covered by an Early Procurement Activity? (Yes/No) Column 5	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference) Column 6	Start of Procurement Activity Column 7	End of Procurement Activity Column 8	Source of Fund Column 9	Estimated Budget / Approved Budget for the Contract (PhP) Column 10				
<b>General Requirements</b>													
<b>Mandatory Expenses</b>													
Fidelity Bond Premiums	Office of the Schools Division Superintendent (OSDS), Cashier Unit and Administrative Services	Goods	Direct Contracting	No		as the need arises	as the need arises	National Expenditure Program (NEP) for Fiscal Year 2026	₱157,500.00				
Accountable Forms Expenses	OSDS	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱8,000.00				
Water Expenses - Water District	OSDS	Goods	Direct Contracting	No		01-2026	01-2026	NEP for FY 2026	₱60,000.00				
Water Expenses - Drinking Water	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	01-2026	01-2026	NEP for FY 2026	₱38,400.00				
Electricity Expenses	OSDS	Goods	Direct Contracting	No		01-2026	01-2026	NEP for FY 2026	₱1,560,000.00				
<b>Commission on Audit Allocation</b>													
Auditing Services	COA	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱50,000.00				
<b>Communication Expenses</b>													
Postpaid & Prepaid Load (Mobile)	Schools Division Office (SDO) Personnel	Goods	Direct Contracting	No		01-2026	01-2026	NEP for FY 2026	₱423,600.00				
Telephone Expenses	OSDS	Goods	Direct Contracting	No		01-2026	01-2026	NEP for FY 2026	₱30,000.00				
Internet Subscription	OSDS	Goods	Direct Contracting	No		01-2026	01-2026	NEP for FY 2026	₱420,000.00				
<b>Fuel, Oil and Lubricant Expenses</b>													
Procurement of Petroleum Fuel, Oil and Lubricant (POL) Products for SDO-Digos City	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	02-2026	02-2026	NEP for FY 2026	₱300,000.00				
<b>Repair and Maintenance</b>													
Repair and Maintenance of Office Building (Other Structures)	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	as the need arises	as the need arises	NEP for 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	NEP for FY 2026	₱50,000.00				
Repair and Maintenance of ICT Equipment	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	as the need arises	as the need arises	NEP for FY 2026	₱80,000.00				
Repair and Maintenance of Motor Vehicles	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	02-2026	02-2026	NEP for FY 2026	₱100,000.00				
<b>Taxes Duties &amp; Licences &amp; Insurance Expenses</b>													
Taxes Duties & Licences & Insurance	OSDS	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱125,000.00				
<b>Travelling Expenses, Registration Fees/Training Expenses &amp; Other Activities</b>													
Travelling Expenses (Monitoring)	SDO Personnel	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱500,000.00				
Training Expenses (SDO Non-Teaching Personnel)	SDO Personnel	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱400,000.00				
<b>Other General Services</b>													
Contract of Service / Job Order	OSDS	Goods	Direct Contracting	No		01-2026	01-2026	NEP for FY 2026	₱464,640.00				
<b>General Services</b>													
Security Services	OSDS	Goods	Small Value Procurement	Yes	LCQ/LCRQ	12-2025	12-2025	NEP for FY 2026	₱946,800.00	Early Procurement Activity			
<b>Other Activities/Trainings</b>													
Lease of Venue with Meals and Snacks for the Management Committee Meetings	OSDS	Goods	Lease of Venue	No	LCQ/LCRQ	02-2026	02-2026	NEP for FY 2026	₱240,000.00				

Lease of Venue with Meals and Snacks for the Human Resource Merit Promotion and Selection Board (HRMPSB)	OSDS	Goods	Lease of Venue	No	LCQ/LCRQ	02-2026	02-2026	NEP for FY 2026	₱72,000.00		
Lease of Venue with Meals and Snacks and Accommodation for the One DepEd, One QMS: ISO Awareness Seminars	OSDS	Goods	Lease of Venue	No	LCQ/LCRQ	02-2026	02-2026	NEP for FY 2026	₱216,060.00		
<b>Petty Cash Expenses</b>											
Postage	OSDS	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱2,000.00		
Other Supplies & Materials	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	as the need arises	as the need arises	NEP for FY 2026	₱30,000.00		
Other General Services	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	as the need arises	as the need arises	NEP for FY 2026	₱28,000.00		
<b>Division Human Resource Development</b>											
Human Resource Development Program, Projects and Activities	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	02-2026	02-2026	NEP for FY 2026	₱2,047,000.00		
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Procurement of Medicine	SGOD-HNU	Goods	Direct Acquisition	No	LCQ/LCRQ	02-2026	02-2026	NEP for FY 2026	₱20,000.00		
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Procurement of Common-Used Supplies and Equipment	OSDS	Goods	NP - Agency-to-Agency	No	N/A	01-2026	01-2026	NEP for FY 2026	₱825,000.00		
<b>TOTAL</b>											
₱9,394,000.00											

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:

**ROTSEN RAY N. GAYUD**  
 Administrative Officer IV  
Bids and Awards Committee Secretariat, Head

Date : \_\_\_\_\_

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

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

Date : \_\_\_\_\_

Approved by:

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

Date : \_\_\_\_\_