



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											
	Office of the Schools Division Superintendent (OSDS), Cashier Unit and Administrative Services							National Expenditure Program (NEP) for Fiscal Year 2026	₱157,500.00		
Fidelity Bond Premiums	OSDS	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱8,000.00		
Accountable Forms Expenses	OSDS	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱60,000.00		
Water Expenses - Water District	OSDS	Goods	Direct Contracting	No		01-2026	01-2026	NEP for FY 2026	₱38,400.00		
Water Expenses - Drinking Water	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	01-2026	01-2026	NEP for FY 2026	₱1,560,000.00		
Electricity Expenses	OSDS	Goods	Direct Contracting	No		01-2026	01-2026	NEP for FY 2026			
Commission on Audit Allocation											
Auditing Services	COA	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱50,000.00		
Communication Expenses											
	Schools Division Office (SDO) Personnel										
Postpaid & Prepaid Load (Mobile)	OSDS	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		
Fuel, Oil and Lubricant Expenses											
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		
Repair and Maintenance											
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		
Taxes Duties & Licences & Insurance Expenses											
Taxes Duties & Licences & Insurance	OSDS	Goods	Direct Contracting	No		as the need arises	as the need arises	NEP for FY 2026	₱125,000.00		
Travelling Expenses, Registration Fees/Training Expenses & Other Activities											
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		
Other General Services											
Contract of Service / Job Order	OSDS	Goods	Direct Contracting	No		01-2026	01-2026	NEP for FY 2026	₱464,640.00		
General Services											
Security Services	OSDS	Goods	Small Value Procurement	Yes	LCQ/LCRQ	12-2025	12-2025	NEP for FY 2026	₱946,800.00	Early Procurement Activity	
Other Activities/Trainings											
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		
Petty Cash Expenses											
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		
Division Human Resource Development											
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		
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Procurement of Medicine	SGOD-HNU	Goods	Direct Acquisition	No	LCQ/LCRQ	02-2026	02-2026	NEP for FY 2026	₱20,000.00		
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	01-2026	01-2026	NEP for FY 2026	₱825,000.00		
TOTAL									₱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. FRANCISQUETE
Assistant Schools Division Superintendent
Bids and Awards Committee Chairperson

Date : _____

Approved by:

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

Date : _____