



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. 1]

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							General Appropriations Act (GAA) FY 2026			
Fidelity Bond Premiums		Goods	Direct Contracting	No	Not Applicable (N/A)	N/A	N/A		₱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											
	Schools Division Office (SDO) Personnel										
Postpaid & Prepaid Load (Mobile)		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											
			Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions								
Procurement of Petroleum Fuel, Oil and Lubricant (POL) Products for SDO-Digos City	OSDS	Goods		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		



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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		
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		
Lease of Venue with Meals, Snacks and Accommodation for the Conduct of Q2 Meeting for PDOs and Regional Federated LG Officers and Teacher-Advisers	SGOD-Learner Formation Program (SGOD-LFP)	Goods	Negotiated Procurement - Lease of Real Property and Venue	No	LCQ/LCRQ	07/2026	08/2026	Learner Support Programs (PPA228) ROP-11-25-1654 FY 2025 GAA R.A. No. 12116 (Current Appropriations)	₱80,000.00		
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		



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Other Procurement Projects											
Procurement of Supplies and Equipment in Preparation for the 2026 City Meet	SGOD-Physical Fitness and School Sports	Goods	Small Value Procurement	Small Value Procurement	LCQ/LCRQ	01/2026	01/2026	OSEC-11-25-04501 FY 2025 GAA R.A. No. 12116 (Current Appropriations)	₱200,000.00		
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		
Supply and Delivery of Dental Supplies - Fluoride Varnish for Public School Learners / Bright Smiles, Bright Future	SGOD-HNU	Goods	Direct Acquisition	No	LCQ/LCRQ	01/2026	02/2026	Learners Support Program (PPA 228) ROP-11-25-2321 FY 2025 GAA R.A. No. 12116 (Current Appropriations)	₱30,000.00		
Supply and Delivery of Teen Center Equipment for Soong National High School	SGOD-HNU	Goods	Direct Acquisition	No	LCQ/LCRQ	01/2026	02/2026	Learners Support Program (PPA 228) ROP-11-25-1940 FY 2025 GAA R.A. No. 12116 (Current Appropriations)	₱50,000.00		
Supply and Delivery of Meals and Snacks for the Conduct of Election of Division Federated Learner Government Officers and Teachers-Advisers	SGOD-LFP	Goods	Direct Acquisition	No	LCQ/LCRQ	02/2026	02/2026	Learner Support Programs (PPA228) ROP-11-25-1654 FY 2025 GAA R.A. No. 12116 (Current Appropriations)	₱37,875.00		
Supply and Delivery of Office Supplies and Equipment for the Learner Formation Program	SGOD-LFP	Goods	Direct Acquisition	No	LCQ/LCRQ	02/2026	02/2026	Learner Support Programs (PPA228) ROP-11-25-1654 FY 2025 GAA R.A. No. 12116 (Current Appropriations)	₱36,683.50		



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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		
TOTAL									₱9,828,558.50		

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: ₱9,828,558.50

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. FRANCISQUETE
 Assistant Schools Division Superintendent
 Bids and Awards Committee Chairperson

Date : _____

Approved by:

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

Date : _____