



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Caloocan City
San Jose Elementary School
Buagan corner Tagaytay St. Brgy. 129, Caloocan 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											
Information and Communication Technology Equipment	School	(Goods)Upgraded ICT accessories: Chargers, cases, and peripherals like headphones, Wi-Fi extender, styluses and others	Sec.34-Small Value Procurement	NO	LCRB	02/2026	02/2026	GAA 2026	10,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement was successfully completed but was deferred to the succeeding month pending the availability of the budget allocation at the beginning of the fiscal year.
Printing and Publication Expenses	School	(Services)Printing of learning materials and quarterly assessment tools for monitoring learners' progress.	Sec.34-Small Value Procurement	NO	LCRB	02/2026	10/2026	GAA 2026	100,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement completed as scheduled; remaining balance will be utilized for the succeeding examinations.
Repair-School Buildings	School	(Infrastructure)Repair, modify, and widen the school's main gate and emergency gate	Sec.34-Small Value Procurement	NO	LCRB	02/2026	02/2026	GAA 2026	70,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement was successfully completed but was deferred to the succeeding month pending the availability of the budget allocation at the beginning of the fiscal year.
Recognition and Graduation Program Materials Procurement	School	(Goods)Purchase materials for recognition and graduation	Sec.34-Small Value Procurement	NO	LCRB	02/2026	03/2026	GAA 2026	47,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement successfully completed.
Repair-School Buildings	School	(Infrastructure)Repair of instructional and non-instructional rooms	Sec.34-Small Value Procurement	NO	LCRB	02/2026	03/2026	GAA 2026	70,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement successfully completed.
Training Expenses for Teacher Capacity-Building Support	School	(Goods) Provision of food for participants and guests to conduct Gender and Development (GAD) Training	Sec.34-Small Value Procurement	NO	LCRB	03/2026	04/2026	GAA 2026	69,100.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement successfully completed.
Fidelity Bond Premiums	School	(Services)Payment for Fidelity Bond of Principal and Property Custodian	Sec.35.5-(Negotiated Procurement-Agency to Agency)	NO	LCRB	04/2026	05/2026	GAA 2026	2500.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement deferred to August as the current Fidelity Bond remains valid until August.
Office Supplies Expenses	School	(Goods)Purchase of SDRRMC Materials	Sec.34-Small Value Procurement	NO	-	04/2026	05/2026	GAA 2026	20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement successfully completed.
Other Supplies and Materials Expenses	School	(Goods)School ID for 750 pupils	Sec.34-Small Value Procurement	NO	LCRB	05/2026	06/2026	GAA 2026	22,500.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement is ongoing.
Repair-School Buildings	School	(Infrastructure)Provision and maintenance of additional handwashing facility with canopy	Sec.34-Small Value Procurement	NO	LCRB	05/2026	06/2026	GAA 2026	25,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement deferred to the succeeding month to ensure the completion of the required technical documents prior to procurement.
Other Supplies and Materials Expenses	School	(Goods)Purchase and Rigid campaign on cleanliness, Health, safety and orderliness of School (IEC Materials)	Sec.34-Small Value Procurement	NO	LCRB	06/2026	07/2026	GAA 2026	20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Other Supplies and Materials Expenses	School	(Goods)Purchase of ECCD, SF10, SF9 materials	Sec.34-Small Value Procurement	NO	LCRB	06/2026	07/2026	GAA 2026	28,050.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	


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School Head


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Training Expenses for Teacher Capacity-Building Support	School	(Goods)Provision of food for participants and guests to conduct INSET	Sec.34-Small Value Procurement	NO	LCRB	09/2026	10/2026	GAA 2026	27,900.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Landline/Mobile Load	School	(Services)Provision of landline/ mobile load	Sec.31-Direct Contracting	NO	-	01/2026	12/2026	GAA 2026	12,720.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Internet Subscription Expenses	School	(Services)Provision of Internet subscription	Sec.31-Direct Contracting	NO	-	01/2026	12/2026	GAA 2026	36,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Electricity Expenses	School	(Services)Payment for electric consumption	Sec.31-Direct Contracting	NO	-	01/2026	12/2026	GAA 2026	350,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Water Expenses	School	(Services)Payment for water consumption	Sec.31-Direct Contracting	NO	-	01/2026	12/2026	GAA 2026	144,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Accountable Forms Expenses	School	(Goods)Bank Cheque	Sec.32-Direct Acquisition	NO	-	02/2026	02/2026	GAA 2026	600.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement will be undertaken upon depletion of the existing check stock.
Travelling Expenses: Local	School	Local travel expenses including transportation, per diem and other expenses to attend professional development initiatives, including journalism seminars, workshops, and training programs for teachers or school head on official business facilitated or endorsed by the Department of Education	Sec.32-Direct Acquisition	NO	-	09/2026	10/2026	GAA 2026	30,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement rescheduled to April due to adjustments in the administrative schedule.
Training Expenses	School	(Services)Facilitate the payment of registration fee and other official expenses during trainings and seminars	Sec.32-Direct Acquisition	NO	-	10/2026	10/2026	GAA 2026	20,115.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Office Supplies Expenses	School	(Goods)Provide the necessary school and office supplies to support program activities and documentation of reports.	-	NO	-	02/2026	02/2026	GAA 2026	20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement completed through an alternative procurement mode (Small Value Procurement) due to the unavailability of stock at PS-DBM.
Office Supplies Expenses	School	(Goods)Provide janitorial and cleaning supplies for school maintenance	-	NO	-	05/2026	10/2026	GAA 2026	40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement completed as scheduled through an alternative procurement mode (Small Value Procurement) due to the unavailability of stock at PS-DBM. The remaining balance will be utilized for the procurement of succeeding supplies.
Office Supplies Expenses	School	(Goods)Purchase educational and learning materials and supplies to support reading and numeracy activities.	-	NO	-	07/2026	10/2026	GAA 2026	50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Procurement was not undertaken in July due to the prioritization of budget for Meralco and Maynilad utility payments. The remaining balance will be utilized for the procurement of succeeding supplies.
Office Supplies Expenses	School	(Goods)Provision of instructional materials and supplies for teaching and learning activities	-	NO	-	07/2026	08/2026	GAA 2026	20,115.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 0.00
Total Amount of CSEs to be purchased from PS-DBM: 130,115.00
Total Amount of Estimated Budget: 1,235,600.00

Prepared by: 
KRISTINE VON M. JEBUNAN
Signature over Printed Name
Position/Designation
Bids and Awards Committee Secretariat

Date : JULY 30, 2026

Recommended by: 
ALFONSO S. CUSTODIO JR.
Signature over Printed Name
Position/Designation
Bids and Awards Committee Chairperson

Date : JULY 30, 2026

Approved by: 
ROCHELLE P. DELOS REYES
Signature over Printed Name
Position/Designation
Head of the Procuring Entity

Date : JULY 30, 2026

Guide to Filling Out the APP Form

Column No.	Particular	Basis/References, if any	Notes	Illustrations / Examples		
				Goods	Infrastructure	Consulting
Heading	Agency Letterhead with Logo Name of Procurement Project		Insert the official agency letterhead, including the agency name and logo at the top of the form for proper identification and authenticity of the submitted APP.		-	-
	ANNUAL PROCUREMENT PLAN FOR FY _____	Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 - Section 7.7.2 and 7.7.5	Indicate the applicable Fiscal Year (FY) in the blank space provided on the second row of the form. Then, place a checkmark (✓) in the appropriate box to identify the nature of the submission—whether it is an Indicative APP, the Final APP, or a versioned Updated APP (e.g., Version 1-Q1, Version 2-Q2, etc.), as applicable. Types of APP: a. Indicative APP Check this box if the submission consolidates Indicative Project Procurement Management Plans (PPMPs) for inclusion in the budget proposal for the succeeding fiscal year. The Indicative APP is prepared by the BAC Secretariat based on the PPMPs submitted by End-User or Implementing Unit and accordingly updated upon receipt of revised PPMPs that reflect the budgetary allocations indicated in the National Expenditure Program (NEP), proposed Corporate Operating Budget, or Local Expenditure Program, as applicable. The indicative APP/s are submitted to the BAC for its final recommendation to the Head of the Procuring Entity (HoPE) on the appropriate mode of procurement. b. Final APP Check this box if the submission consolidates the revised PPMPs following the approval of, and in accordance with, the General Appropriations Act (GAA), Corporate Budget, or Appropriations Ordinance, as applicable to your entity. This serves as the final APP to be implemented for the fiscal year and shall be consistent with the final approved budget allocations. The final APP is prepared by the BAC Secretariat, which shall be recommended by the BAC for approval of the HoPE. c. Updated APP Check this box if the submission is an updated version of the APP, reflecting changes made after the approval of the Final APP. The updated APP presents a complete record of all procurement projects and activities for the year, including both revised items (e.g., changes in schedule, mode of procurement, scope, or budget) and those originally included in the Final APP without any modifications. To enhance visibility, the entire row of newly added or revised items are highlighted, and the specific changes shall be shown in bold font in the updated APP. Each version must be clearly labeled with a version number and date (e.g., Version 1, Version 2) to distinguish it from earlier submissions.			
Column No. 1	Project Title	IRR of RA No. 12009 Sec 7.7.2 (a)	Provide a specific, action-based title that clearly describes the main deliverables and scope of the procurement project. NOTE: List each lot of a project on a separate row, if applicable.	<i>Supply and Delivery of Various Materials under a Framework Agreement for the Implementation of the Billy Bayong Program for the National Roads and Bridges Unit, X Office, Brgy. X, Municipality of X, X City</i> <i>Lot 1 – Supply and Delivery of 14,000 pieces of short-sleeved T-Shirts with Customized Print and 14,000 pcs. handtowels 8 inches x 12 inches</i> <i>Lot 2 – Supply and Delivery of 2,200 pieces of Standard Shovels and 1,300 pieces of Heavy-Duty Wheelbarrows</i>	<i>Improvement/Repair of Facilities/Buildings & Structures of the Proposed Construction of Billy Bayong Sports Complex</i>	<i>Procurement of Technical Assistance for QMS Implementation towards ISO 9001:2015 Certification</i>
Column No. 2	End-User or Implementing Unit	IRR of RA No. 12009 Sec 7.7.2 (b)	Indicate the name of implementing unit or office, or project management office. In case of multiple end-users, all units shall be indicated.	<i>Administrative and General Services Division</i>	<i>Engineering Services Division</i>	<i>Office of the Governor</i>
Column No. 3	General Description of the Project	IRR of RA No. 12009 Sec 7.7.2 (c)	Provide a brief and specific description of the project, including its type of procurement (e.g., Goods, General Services, Infrastructure Project [Civil Works], or Consulting Services)	<i>Supply and Delivery of Uniform short sleeved T-shirt with Print and handtowels, Shovel and Wheelbarrow for Billy Bayong Program - (Goods)</i>	<i>Improvement/Repair of Facilities/Buildings & Structures / Proposed Construction of Billy Bayong Sports Complex (Infrastructure) to be undertaken by Administration</i>	<i>Engagement of a consulting firm to provide Technical Assistance for QMS Implementation towards ISO 9001:2015 Certification (Consulting Services)</i>
Column No. 4	Mode of Procurement	IRR of RA No. 12009 Sec 7.7.2 (d)	Indicate applicable procurement mode under RA No. 12009 recommended by the Bids and Awards Committee	<i>Competitive Bidding</i>	<i>N/A (To be undertaken by Administration)</i>	<i>Negotiated Procurement – Highly Technical Consultant</i>

Column No. 5	To be covered by an Early Procurement Activity?	IRR of RA No. 12009 Sec 7.7.2 (i)	Indicate Yes/No.	No	N/A	No
Column No. 6	Criteria for Bid Evaluation (Including Sustainability & Domestic Preference)	IRR of RA No. 12009 Sec 7.7.2 (e)	Choose among: 1. Lowest Calculated Responsive Bid or LCRB 2. Most Economically Advantageous Responsive Bid or MEARB – for quality-cost criteria including environmental / social factors 3. Most Advantageous Responsive Bid or MARB/Highest/Single Rated Responsive Bid or HRRB/SRRB 4. Lowest Comparative or Competitive Responsive Bid or LCCRB NOTE: If using MEARB, ensure sustainability indicators are in technical specifications.	LCRB	-	HRRB
Column No. 7	Start of Procurement Activity	IRR of RA No. 12009 Sec 7.7.2 (f)	Indicate the projected month and year (MM/YYYY) of the start of procurement activity which will depend on the prescribed procurement timeline of the applicable mode of procurement used by the Procuring Entity (e.g. Pre-procurement Conference, Publication, Posting, Issuance of the RFQ, as the case may be).	04/2026	-	03/2026
Column No. 8	End of Procurement Activity		Indicate the projected month and year (MM/YYYY) of issuance of Notice of Award or Purchase Order, as the case may be, based on the prescribed procurement timelines of the applicable mode of procurement used by the Procuring Entity.	05/2025	-	03/2026
Column No. 9	Source of Funds	IRR of RA No. 12009 Sec 7.7.2 (g)	Indicate the proposed source of fund for the Project. This may include, but is not limited to: the General Appropriations Act - Current or Continuing, Corporate Operating Budget, Appropriation Ordinance, Internally Generated Income, Special Purpose Fund, Trust Fund, or Foreign-Assisted Fund. Ensure consistency with the agency's approved budget document.	GAA 2026 - Current Appropriation	GAA 2024 - Continuing Appropriation	Internally - Generated Income
Column No. 10	Estimated Budget / Approved Budget for the Contract (PhP)	IRR of RA No. 12009 Sec 7.7.2 (h)	Indicate the estimated budget for each procurement project or lot, based on the End-User's approved PPMP. Once the General Appropriations Act (GAA), Corporate Operating Budget, or Appropriations Ordinance is approved, reflect the Approved Budget for the Contract (ABC), as applicable.	₱12,499,544.00	₱15,900,000.00	₱750,000.00
Column No. 11	Procurement Strategy or Tools	IRR of RA No. 12009 Sec 7.7.2 (k)	Indicate if the Procuring Entity shall use one or more of any of the following strategies: 1) Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)- 2) Subcontracting - 3) Multi-Year Contracting 4) Design-and-Build Scheme for Infrastructure Projects 5) Engagement of a Procurement Agent 6) Use of Framework Agreement Section 7) Pooled Procurement Section 17 8) Renewal of Regular and Recurring Services - 9) Warehousing and Inventory Activities	Use of Framework Agreement	Design-and-Build Scheme	-
Column No. 12	Remarks (Other relevant descriptions of the procurement project, if applicable)	IRR of RA No. 12009 Sec 7.7.2 (j)	Provide additional details of the project. This may include, but is not limited to the following: a. Basis of change/s from previously submitted APP (e.g., change in scope, mode, schedule, or budget). b. Contract package details : i.e, estimated budget for the whole project in case of multi-year contracts. c. Information whether the procurement project consider the marginalized sector (start ups, social businesses, microenterprises and vulnerable sectors) , as applicable, in accordance with Sec.75.5 of the IRR of RA 12009.	One-time requirement for newly created satellite office; targets MSME supplier	Phase 1 of 2-year infrastructure program; will employ local labor/military personnel assigned in the area, by Administration	New strategic direction requested by the Governor; involves agri-cooperatives and investigation in terms

Updated APP illustration:

Two APP versions are shown below: the Final APP or last APP version and the Updated APP version. The Updated APP includes bc and unchanged items from the previous version. In this way, the Updated APP version provides a clear and complete view of all procurement projects are included to illustrate the types of revisions and how they are reflected in the Updated APP.

<u>FINAL APP - (Approved General Appropriations Act-based)</u>	<u>UPDATED APP Version 6 (June 28, 2025)</u>
1.Name of Procurement Project: Supply and Delivery of Laptops for Regional Training Centers Mode of Procurement: Small Value Procurement Start of Procurement Activity: February 2025 ABC (Php): 1,500,000.00 Remarks: Original entry 2. Name of Procurement Project: Procurement of Modular Office Furniture for Newly Renovated Division Offices Mode of Procurement: Public Bidding ABC (Php): 3,000,000.00 Remarks: Original Entry 3. Name of Procurement Project: Acquisition of Color Printers and High-Capacity Scanners for Field Units Mode of Procurement: Public Bidding ABC (Php): 500,000.00 Remarks : Original Entry	1.Name of Procurement Project: Rehabilitation of Classrooms in Calamba National High School Mode of Procurement: Public Bidding ABC (Php): 4,500,000.00 Remarks: Revised ABC as of Updated APP Version 3 2. Name of Procurement Project: Construction of 2-Storey, 6-Classroom School Building in San Pedro East Central School Mode of Procurement: Public Bidding ABC (Php): 10,200,000.00 Remarks: Original Entry
<u>UPDATED APP: Version 2 (15 March 2025)</u>	<u>UPDATED APP: Version 7 (30 August 2025)</u>
1.Name of Procurement Project: Supply and Delivery of Laptops for Regional Training Centers Mode of Procurement: Public Bidding Start of Procurement Activity: February 2025 ABC (Php): 2,500,000.00 Remarks: Revised Mode of Procurement and ABC due to inclusion of additional laptops. 2. Name of Procurement Project: Procurement of Modular Office Furniture for Newly Renovated Division Offices Mode of Procurement: Public Bidding Start of Procurement Activity: May 2025 ABC (Php): 3,000,000.00 Remarks: Revised schedule aligned with renovation completion 3. Name of Procurement Project: Acquisition of Color Printers and High-Capacity Scanners for Field Units Mode of Procurement: Public Bidding ABC (Php): 500,000.00 Remarks : Original Entry	1.Name of Procurement Project: Rehabilitation of Classrooms in Calamba National High School Mode of Procurement: Negotiated Procurement - Two-Failed Bidding ABC (Php): 4,500,000.00 Remarks: Revised Mode of Procurement 2. Name of Procurement Project: Construction of 2-Storey, 6-Classroom School Building in San Pedro East Central School Mode of Procurement: Public Bidding ABC (Php): 10,200,000.00 Remarks: Original Entry 3. Name of Procurement Project: Repair and Waterproofing of Administrative Building Roof in Tanauan Division Office Mode of Procurement: Negotiated Procurement – Emergency Cases ABC (Php): 1,500,000.00 Remarks : New Item due to damages brought by Typhoon Odeng

nth revised items (with changes in schedule, mode, or ABC, as the case may be)
curement activities and makes it easier to track any changes made. Examples of

UPDATED APP: Version 2
(April 28, 2025)

1. Name of Procurement Project:
Preparation of Feasibility Study for the Construction of Regional
Training Center – Region V
Mode of Procurement: Public Bidding
ABC (Php): 3,200,000.00
Remarks: Original Entry
2. Name of Procurement Project:
Hiring of Third-Party Auditor for FY 2024 Infrastructure Projects
Mode of Procurement: Small Value Procurement
ABC (Php): 1,000,000.00
Remarks: Original Entry

UPDATED APP: Version 3
(June 28, 2025)

1. Name of Procurement Project:
Preparation of Feasibility Study for the Construction of Regional
Training Center – Region V
Mode of Procurement: **Negotiated Procurement – Two-Failed
Biddings**
ABC (Php): 3,200,000.00
Remarks: Revised Mode of Procurement
2. Name of Procurement Project:
Hiring of Third-Party Auditor for FY 2024 Infrastructure Projects
Mode of Procurement: Small Value Procurement
ABC (Php): 1,000,000.00
Remarks: Original Entry
3. Name of Procurement Project:
**Conduct of Independent Assessment on Agency Performance
for FY 2024**
Mode of Procurement: Public Bidding
ABC (Php):1,500,000.00
Remarks: New Item to support agency implementation