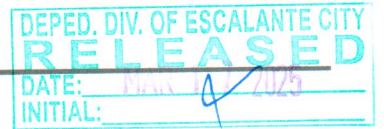




Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF ESCALANTE CITY



March 17, 2025

DIVISION MEMORANDUM

No. 173, s. 2025

**SUBMISSION OF ANNUAL PROCUREMENT PLANS OF THE SCHOOLS
FOR FY 2023-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Administrative Officers II
All Others Concerned

1. Pursuant to Regional Memorandum No. 236, s. 2025 titled "SUBMISSION OF ANNUAL PROCUREMENT PLANS OF THE SCHOOLS FOR FY 2023-2025", concerned schools are respectfully requested to submit Annual Procurement Plans (APP) for the last three (3) years (APP 2023, 2024 and 2025) on or before March 18, 2025.
2. The following are the eight (8) concerned schools: Escalante National High School (ENHS); Mabini National High School (MNHS); Escalante Central Elementary school (ECES); Old Poblacion National High School (OPNHS); Buenavista National High School (BNHS) Escalante Elementary School (EES); Doña Rosario C. Valdivia Elementary School (DRCVES) and Puting Bato Elementary School (PBES).
3. For ease of submission, kindly upload the required documents via this Link:
https://depedph-my.sharepoint.com/:f:/g/personal/desiree_miano_deped_gov_ph/EtE-wQUvnSpDt10UiGx63KoBAI5eKNwqvAt7QpN0f0XReg?e=ztcSFr
4. Please ensure that all uploaded files are in Excel format and follow this naming: SDO_Name_School_APPYear (e.g., SDOEscalante_MNHS_APP2023).
5. Thank you very much.

PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

Reference: Regional Memorandum No. 236, s. 2025
Enclosure: None

Miano/OSDS
March 17, 2025



Escalante City, Negros Occidental, Philippines
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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

MAR 11 2025

REGIONAL MEMORANDUM

No. 236, s. 2025

**SUBMISSION OF ANNUAL PROCUREMENT PLANS OF THE SCHOOLS
FOR FY 2023-2025**

To: Schools Division Superintendents
Division Procurement Focal Persons
Bids and Awards Committee Chairpersons
All Others Concerned

1. Enclosed is a copy of DepEd Memorandum dated March 7, 2025 from Atty. Gerard L. Chan, *CESO I*, Undersecretary for Procurement, Department of Education, DepEd Complex, Meralco Ave., Pasig City, relative to the above subject.
2. Further, all concerned are directed to submit the requirements **on or before March 12, 2025**.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated
Reference/s: As Stated
To be indicated in the Perpetual Index
under the following subjects:

BIDS AND AWARDS
PROCUREMENT

asdpuKF/RM2-25
002/March 10, 2025



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
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Website: region6.deped.gov.ph



Certificate No. PHP QMS



Republic of the Philippines
Department of Education

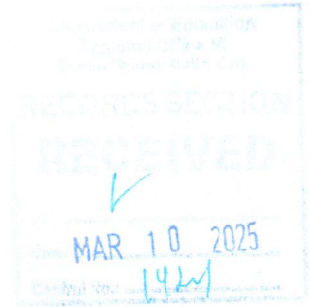
MEMORANDUM

TO: Regional Directors
Schools Division Superintendents
Division Procurement Focal Persons
Bids and Awards Committee Chairpersons
All Other Concerned

FROM: *Gerard L. Chan*
ATTY. GERARD L. CHAN, CESO I
Undersecretary for Procurement

SUBJECT: SUBMISSION OF ANNUAL PROCUREMENT PLANS OF
THE SCHOOLS FOR FY 2023-2025

DATE: 07 MARCH 2025



In relation to the proposed policy on the amendment to Department Order No. 2, s. 2024, we respectfully request the submission of the **Annual Procurement Plans (APP) for the last three (3) years (APP 2023, 2024, and 2025)** on or before **March 12, 2025**. These documents will provide data to support the proposed revisions and ensure alignment with procurement planning standards.

To provide a comprehensive overview, each Schools Division Offices (SDOs) is requested to submit the APPs from **two (2) schools in each of the following categories: Very Large, Large, Medium, and Small** – a total of eight (8) schools per SDO.

For ease of submission, kindly upload the required documents via this Microsoft Form: <https://tinyurl.com/Schools-APP-FY-23-24-25>.

Please ensure that all uploaded files are in Excel format and follow this naming convention:
SDO_Name_SchoolCategory_APPYear (e.g., SDOQuezon_VeryLarge_APP2023).

Should there be any concerns or clarifications, please feel free to contact us via email at oupro.pbb@deped.gov.ph or through phone at (02) 8633-1940.

Thank you very much.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Effectivity	09.20.21	Page	1 of 2



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