



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



February 26, 2026

DIVISION MEMORANDUM

No. 103, s. 2026

SUBMISSION OF APPROVED SCHOOL ANNUAL PROCUREMENT PLAN (APP) FY 2026 TO SCHOOLS DIVISION OFFICE – PROCURMENT UNIT

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Division Section/Unit Heads
Public Elementary and Secondary School Heads/OICs/TICs
All other concerned

1. In support to Republic Act 12009 known as *The New Government Procurement Act*, the Schools Division of Escalante City, through the Office of Schools Division Superintendent – Procurement Unit, hereby inform all concerned for the submission and compliance of required documents **on or before March 06, 2026**.
2. All public elementary and secondary schools are directed to submit the **Soft and Hard copy of the Approved School Annual Procurement Plan FY 2026 including any supplemental or revised APP**.
3. Kindly ensure that all required documents are complete and submitted within the prescribed timeline. Compliance with this directive will support efficient school procurement, proper resource allocation, and improved monitoring of school procurement activities.
4. Immediate dissemination and compliance of this memorandum are desired.


PETER J. GALIMBA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure : None
Reference : RA 12009
Allotment :
To be indicated in the Perpetual Index of the following subjects:
School Approved APP Procurement Unit
N. Tabotabo/OSDS 02/26/2026



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