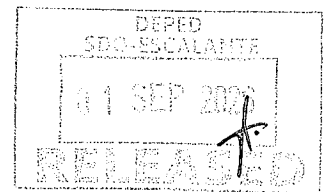




Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



September 01, 2026

DIVISION MEMORANDUM

No. 364, s. 2026

**UPDATING THE LIST OF PUBLIC SCHOOLS AS REQUIRED BY THE
GOVERNMENT PROCUREMENT POLICY BOARD (GPPB)**

TO: OIC-Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads/OICs/TICs
School Administrative Officers II
All other concerned

1. Pursuant to the letter request by the **Government Procurement Policy Board (GPPB)**, the Schools Division of Escalante City, through the Office of the Schools Division Superintendent – Procurement Unit, hereby informs all concerned of the submission and compliance with the required documents.
2. All public elementary and secondary schools are directed to fill out the following information needed for your respective schools through the link bellow:

https://docs.google.com/spreadsheets/d/1W14HJY1dlb3BP7BblNhuKghYh3A2NV8x/edit?usp=drive_link&ouid=101073497497296620621&rtfpof=true&sd=true
3. Please ensure that all required information is complete and properly accomplished on or before **September 04, 2026 at 12:00 PM.**
4. Attached is the Letter Request from the Government Procurement Policy Board (GPPB).
5. Immediate dissemination of and compliance with this Memorandum are hereby directed.


PETER J. GALIMBA

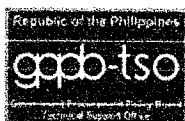
OIC-Office of the Schools Division Superintendent

Enclosure : 1
Reference :
Allotment :

To be indicated in the Perpetual Index of the following subjects:
PROCUREMENT UNIT



Escalante City, Negros Occidental, Philippines
Tel. Nos – (034) 724-5720, (034) 454- 0746
escalante.city001@deped.gov.ph
Depedescalantecity.weebly.com



Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

26 August 2026

DIRECTOR RAMIR B. UYTICO
Regional Director
Department of Education – Region NIR

Subject: **Follow-up and Request for Assistance on the Submission
of the Updated List of Public Schools**

Dear **Director Uytico**:

This refers to our email-letter dated 14 July 2026 requesting your Office's assistance in directing the Schools Division Offices (SDOs) under your jurisdiction to submit the Updated List of Public Schools, in support of the Government Procurement Policy Board – Technical Support Office's (GPPB-TSO) initiative to establish a comprehensive directory of Procuring Entities.

A follow-up letter dated 23 July 2026 was likewise sent to your office via email on 24 July 2026, seeking your further assistance in facilitating the submission of the Updated List of Public Schools by the SDOs within your jurisdiction.

As of 26 August 2026, however, the GPPB-TSO has yet to receive the required submissions from the following SDOs within your region:

1. Department of Education - Schools Division Office of Bago City;
2. Department of Education - Schools Division Office of Bacolod City;
3. Department of Education - Schools Division Office of Bayawan City;
4. Department of Education - Schools Division Office of Escalante City;
5. Department of Education - Schools Division Office of Guihulngan City;
6. Department of Education - Schools Division Office of Himamaylan City;
7. Department of Education - Schools Division Office of La Carlota City;
8. Department of Education - Schools Division Office of Negros Occidental;
9. Department of Education - Schools Division Office of Sagay City;
10. Department of Education - Schools Division Office of San Carlos City;
11. Department of Education - Schools Division Office of Siquijor; and
12. Department of Education - Schools Division Office of Tanjay City.

In this regard, may we respectfully request your continued assistance and usual support in following up with the above-mentioned SDOs and encouraging their timely submission of the required information **on or before 04 September 2026 (Friday)**.

For reference, the submission procedures are as follows:

a. Download and accomplish the provided template in Microsoft Excel form:

<https://docs.google.com/spreadsheets/d/1h0H2N3WQg0YSms5fPCftx1BxtV-saE3E/edit?usp=sharing&ouid=101499531500236030624&rtpof=true&sd=true>

Upon completion, **the accomplished Excel file shall be uploaded to any online file-sharing platform** (e.g., Google Drive, Microsoft OneDrive, Dropbox, or other similar cloud storage service).



GPPB-TSO Building, Commonwealth Avenue,
UP Diliman, Quezon City, Philippines, 1121



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www.gppb.gov.ph



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ID 9000030523

b. Submit the accomplished form through our Online Submission Portal:

<https://forms.office.com/r/3VNM4fUBmi>

Please ensure that the uploaded file is accessible by configuring its sharing settings to allow access to anyone with the link.

Should you have any questions or require further clarification, you may contact **Ms. Marnellie M. Isagon**, Procurement Management Officer III, Performance Monitoring Division B, at **(02) 5322-6222 (BAC)** or via email at mmisagon@gppb.gov.ph.

We sincerely appreciate your continued support and cooperation in this initiative and look forward to the timely submission of the required information by the concerned SDOs.

Thank you very much.

Very truly yours,



ENGR. DIPHDALYN A. SALAZAR, MDM

Procurement Management Officer VI (Division Chief)
Performance Monitoring Division B