



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD 2025- 0128

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Administrator
Division Bids and Awards Committee (BAC)
All concerned

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

Date: March 12, 2025

Attached is the Regional Memorandum AD-2025-042 re: *Submission of Annual Procurement Plans of the Schools for FY 2023-2025*, and the deadline of submission shall be on March 12, 2025, with this link: <https://tinyurl.com/Schools-APP-FY-23-24-25>. Content of which is self-explanatory.

The following schools to submit are to wit:

- a. Secondary level
 - Panabo City NHS
 - Southern Davao NHS
 - Quezon NHS
 - Desiderio Dalisay NHS
- b. Elementary level
 - Rizal ES
 - Greda ES
 - JP Laurel ES
 - Licanan ES

The submission shall be facilitated by **Ms. Carloyn Arado**, Chairperson of the BAC Secretariat.

For information and guidance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

Incl.: As stated
SGOD/ABA/ESD

MAR 18 2025

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City Hall Drive, Brgy. JP Laurel, Km.31, Panabo City
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Republic of the Philippines
Department of Education
DAVAO REGION

March 11, 2025

REGIONAL MEMORANDUM
AD-2025-042

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

To: Assistant Regional Director
Schools Division Superintendents

1. Herewith is the Memorandum dated March 7, 2025, signed by Atty. Gerard L. Chan, CESO I, Undersecretary for Procurement, requesting the Schools Division Offices (SDOs) 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.
2. Upload the required documents via this Microsoft Form: <https://tinyurl.com/Schools-APP-FY-23-24-25> on or before **March 12, 2025**.
3. Other important details of this Memorandum are contained in the enclosures.
4. For immediate dissemination and compliance.

ALLAN G. FARNAZO
Director IV

Encl.: As stated

ROA/PU/jls

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Republic of the Philippines
Department of Education

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MEMORANDUM

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

FROM: 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.