



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 0018 s., 2026

January 19, 2026

**ANNOUNCEMENT ON THE DEADLINE FOR SUBMISSION OF PROCUREMENT ACTIVITIES
FOR FISCAL YEAR 2026**

To: Assistant Schools Division Superintendent
Chief ES, Schools Governance and Operations Division
Chief ES, Curriculum Implementation Division Education
Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals
Section Heads
Finance Section Personnel
All Concerned

1. Please be informed that in line with the Department of Education's commitment to efficient fiscal management and the timely implementation of programs, projects, and activities for Fiscal Year (FY) 2026, this memorandum is hereby issued at the beginning of the year to serve as an advance announcement on the submission of procurement documents.
2. All concerned offices and units are hereby advised that the **final deadline for the submission of complete procurement documents to the Bids and Awards Committee (BAC)** shall be on **November 15, 2026**. This is to ensure that all procurements are processed within the prescribed timelines and that allocated funds are properly obligated and utilized within the fiscal year.
3. In this regard, all required procurement documents must be properly prepared, duly approved, and submitted to the BAC Secretary before the said deadline. Documents submitted beyond the prescribed date shall no longer be accepted, **except for emergency procurements and funds released by the Regional or Central Office beyond the specified deadline.**
4. For your guidance and strict compliance.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Panabo City
Tel. Nos. (084) 628 4066, (084) 822-1128
Email ad: panabo.city@deped.gov.ph

RELEASED

JAN 19 2026

RECORDS SECTION ADD PANABO CITY
BY 