



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



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**RELEASED**

**JAN 19 2026**

RECORDS SECTION SDO PANABO CITY  
BY 