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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 125 s, 2025

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

To: Public Elementary and Secondary School Heads

1. In compliance with procurement planning requirements and in line with the National Expenditure Program (NEP), all schools under the Schools Division of Vigan City are directed to submit their respective Annual Procurement Plans (APP) for Fiscal Years 2023-2025.

2. The APP must be prepared based on their respective NEP and should be submitted in Excel format to the Bids and Awards Committee (BAC) via email at bac.vigancity@deped.gov.ph and signed copy not later than **March 11, 2025**.

4. For guidance and inquiries, you may coordinate with the BAC Secretariat of the Schools Division of Vigan City.

5. Attached is the prescribed format of the Annual Procurement Plan for your reference.

6. For strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
10 MAR 2025
RELEASED
BY:

Republic of the Philippines
Department of Education

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: **SUBMISSSION 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.

(Name of Agency) **Annual Procurement Plan for FY _____**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
				Negotiated Procurement - Defense Cooperation Agreements and Inventory-Based Items									
Total													

Prepared by:

Bids and Awards Committee Secretariat

Recommended by:

Bids and Awards Committee

Approved by:

Head of the Procuring Entity