



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

ANNUAL PROCUREMENT PLAN FOR FY 2026

INDICATIVE  FINAL  UPDATED [Version No. \_\_\_\_\_]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
<b>General Requirements</b>											
Travelling Expenses	OSDS	Annual Travelling Expenses of SDO Employees	N/A	No	N/A	N/A	N/A	GAA 2026 - Current Appropriation	622,000.00	N/A	Travelling Expenses
Auditing Services	OSDS	Annual Expenses of the Commission on Audit Personnel	Small Value Procurement	No	LCRB	Monthly	Monthly	GAA 2026 - Current Appropriation	35,000.00	N/A	Auditing Services
Janitor and Security Services	OSDS	Payment for One-Year Janitorial and Security Services Contract	N/A	No	N/A	N/A	N/A	GAA 2026 - Current Appropriation	482,280.00	N/A	Janitor and Security Services
Procurement of Repair Services	OSDS	Quarterly Payment of the Repair Services (e.g. Office Building, equipment, furniture and fixtures, motor vehicles)	Small Value Procurement	No	LCRB	Quarterly	Quarterly	GAA 2026 - Current Appropriation	434,720.00	N/A	Procurement of Repair Services (e.g. Office Building, equipment, furniture and fixtures, motor vehicles)
Payment to Fidelity Bond	OSDS	Annual Payment of the Fidelity Bond of the SDS, Cashier Officer and Supply Officer	N/A	No	N/A	N/A	N/A	GAA 2026 - Current Appropriation	270,000.00	N/A	Payment to Fidelity Bond
Procurement of Meals and/or Supplies for the SDO MANCOM Meetings and Conferences	OSDS	Quarterly Procurement of the Meals of Participants and Printing Supplies needed for the SDO MANCOM Meetings and Conferences	Small Value Procurement	No	LCRB	Quarterly	Quarterly	GAA 2026 - Current Appropriation	275,000.00	N/A	Procurement of Meals and/or Supplies for the SDO MANCOM Meetings and Conferences
Procurement of Meals and/or Supplies for the Budget/BEDs Preparation	OSDS	Procurement of the Meals of Participants and Printing Supplies needed for the Budget/BEDs Preparation	Small Value Procurement	No	LCRB	02/2026	02/2026	GAA 2026 - Current Appropriation	25,000.00	N/A	Procurement of Meals and/or Supplies for the Budget/BEDs Preparation
Procurement of Meals and Supplies for the CSC Month Celebration	OSDS	Procurement of Meals of Participants and Guests, Tokens and Supplies for the CSC Month Celebration	Small Value Procurement	No	LCRB	09/2026	09/2026	GAA 2026 - Current Appropriation	50,000.00	N/A	Procurement of Meals and Supplies for the CSC Month Celebration
Procurement of Meals and/or Supplies for the Teachers' Month Celebration	SGOD	Procurement of Meals of Participants and Guests, Tokens and Supplies for the Teacher's Month Celebration	Small Value Procurement	No	LCRB	09/2026	10/2026	GAA 2026 - Current Appropriation	200,000.00	N/A	Procurement of Meals and/or Supplies for the Teachers' Month Celebration
Procurement of Medicines and Hygiene Supplies for triage	SGOD	Quarterly Expenses for the Replenishment of Medicines and Hygiene Supplies for the Employees and Students of SDO Vigan City	Small Value Procurement	No	LCRB	Quarterly	Quarterly	GAA 2026 - Current Appropriation	80,000.00	N/A	Procurement of Medicines and Hygiene Supplies for triage
INSET	SGOD	Monthly Procurement of Meals of Participants, Printing Supplies and Training Kit of Participants for the INSET	Small Value Procurement	No	LCRB	Monthly	Monthly	GAA 2026 - Current Appropriation	701,000.00	N/A	INSET
MOOE Downloading of School-Elementary	OSDS	Monthly Liquidation of Elementary School Operating Expenses (e.g., Utilities, School Supplies, Minor Repairs, Travel Expenses, Fidelity Bond, etc.)	N/A	No	N/A	Monthly	Monthly	GAA 2026 - Current Appropriation	15,719,000.00	N/A	MOOE Downloading of School-Elementary
MOOE Downloading of School-Junior High School	OSDS	Monthly Liquidation of Junior School Operating Expenses (e.g., Utilities, School Supplies, Minor Repairs, Travel Expenses, Fidelity Bond, etc.)	N/A	No	N/A	Monthly	Monthly	GAA 2026 - Current Appropriation	2,643,000.00	N/A	MOOE Downloading of School-Junior High School
MOOE Downloading of School-Senior High School	OSDS	Monthly Liquidation of Senior School Operating Expenses (e.g., Utilities, School Supplies, Minor Repairs, Travel Expenses, Fidelity Bond, etc.)	N/A	No	N/A	Monthly	Monthly	GAA 2026 - Current Appropriation	1,015,000.00	N/A	MOOE Downloading of School-Senior High School

## Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009

Procurement of Utilities (Water, Electricity, Telephone, and Internet Connectivity)	OSDS	Monthly Payment for SDO Vigan City Utilities, including Water, Electricity, Telephone, and Internet Services	Direct Contracting	No	N/A	First week of the following month	First week of the following month	GAA 2028 - Current Appropriation	1,296,000.00	N/A	Procurement of Utilities (Water, Electricity, Telephone, and Internet Connectivity)
Communication Expenses	OSDS	Monthly Communication Expenses of the Selected SDO Personnel of SDO Vigan City	Direct Contracting	No	N/A	First week of the following month	First week of the following month	GAA 2028 - Current Appropriation	588,000.00	N/A	Communication Expenses
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Procurement of Supplies(Petty Cash,Office Supplies/Janitorial/Other Supplies)	OSDS	Office and Janitorial Supplies needed for the SDO Vigan City (Petty Cash, Office Supplies/Janitorial/Other Supplies)	NP-35.5 - Agency-to-Agency	No	LCRB	N/A	N/A	GAA 2028 - Current Appropriation	710,000.00	N/A	Supplies of the SDO Vigan City (Petty Cash, Office Supplies/Janitorial/Other Supplies)

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 0  
 Total Amount of CSEs to be purchased from PS-DBM: 710,000.00  
 Total Amount of Estimated Budget: 25,146,000.00

Prepared by:

  
**MARIE CHRISTINE L. NATIVIDAD**  
 Chief Education Supervisor - CID ✓  
Bids and Awards Committee Secretariat  
 Date : January 19, 2026

Recommended by:

By the Authority of the Bids and Awards Committee:  
  
**ANNIE D. PAGDILAO, EdD, CESO VI**  
 Assistant Schools Division  
 Superintendent  
Bids and Awards Committee Chairperson  
 Date : January 19, 2026

Approved by:

  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent  
Head of the Procuring Entity  
 Date : January 19, 2026

