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

COMMISSION ON AUDIT
RECEIVED
DATE JUL 02 2026

ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☐ FINAL ☑ UPDATED [Version No. 52]

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
General Requirements											
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

Procurement of Nutritious Food Products for the Implementation of SBFP SY 2026-2027	SGOD	Biscuits 20 grams + Ready to Drink Fruit Juice (100-150ml (please see attach. ical specifications and delivery schedule) additional P1 each set for hauling fee	Small Value Procurement	No	LC	June 2026	June 2026	GAA 2026 - Current Appropriation	278,415.00	N/A	Changed item; due to failed bidding
Procurement of Procurement of cooking ingredients for School-based Feeding Program for the Central Kitchen in DepEd Vigan City.	SGOD	Food Ingredients for the cooking of Hot meals in the 2 Central Kitchens for the SBFP SY 2026-2027 implementation	Community Participation	No	LCRB	June 2026	July 2026	GAA 2026 - Current Appropriation	1,764,488.53	N/A	Original Entry
Procurement of Materials for the Conversion of budget Office into Dental Clinic Room at the Schools Division Office Annex Building	SGOD	Materials for the Conversion of Budget Office into Dental Clinic Room at the Schools Division Office Annex Building	Small Value Procurement	No	LCRB	June 2026	July 2026	GAA 2025 - Continuing Appropriation	18,341.36	N/A	New item due to the Creation of Dental Clinic
Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)	CID	Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3)	Small Value Procurement	No	LCRB	June 2026	July 2026	GAA 2026 - Current Appropriation	83,578.76	N/A	Additional items from the savings of the previous procurement (Small Value Procurement)
Procurement of Supplies for the reproduction of diagnostic assessment materials	CID	Supplies for the reproduction of diagnostic assessment materials	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	391,894.00	N/A	Orinal Entry
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Professional Service of Resource Speakers/Consultants for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action	SGOD	Professional Service of Resource Speakers/Consultants for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action - 2 pax	Direct Acquisition	No	N/A	May 2026	May 2026	GAA 2026 - Current Appropriation	154,500.00	N/A	Original Entry
Professional Service of Resource Speakers/Consultants for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action	SGOD	Professional Service of Resource Speakers/Consultants for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action - 2 pax	Direct Acquisition	No	N/A	May 2026	May 2026	GAA 2026 - Current Appropriation	154,500.00	N/A	Original Entry
Diagnostic Check Up of Service Vehicle Toyota Grandia With Plate# Sac 3455	OSDS	Diagnostic Check Up of Service Vehicle Toyota Grandia With Plate# Sac 3455	Direct Acquisition	No	N/A	May 2026	May 2026	GAA 2026 - Current Appropriation	3,504.02	N/A	Original Entry
Repair and Installation of Dental Chair for Enhanced Oral Health Service Delivery	SGOD	Repair and Installation of Dental Chair for Enhanced Oral Health Service Delivery	Direct Acquisition	No	N/A	June 2026	June 2026	GAA 2025 - Continuing Appropriation	26,500.00	N/A	New item due to the creation of Dental Clinic
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
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/Janitoral/Other Supplies)	NP-35.5 - Agency-to-Agency	No	N/A	N/A	N/A	GAA 2026 - Current Appropriation	710,000.00	N/A	Supplies of the SDO Vigan City (Petty Cash, Office Supplies/Janitorial/Other Supplies)
Procurement of Airfare Ticket the Resource Speaker for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action	SGOD	Airfare Ticket the Resource Speaker for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action - 2 pax	NP-35.5 - Agency-to-Agency	No	N/A	May 2026	May 2026	GAA 2026 - Current Appropriation	35,000.00	N/A	Airfare Ticket the Resource Speaker for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action - 2 pax

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:	745,000.00
Total Amount of Estimated Budget:	34,874,454.10

Prepared by:

MARIE CHRISTINE L. NATIVIDAD
Chief Education Supervisor - CID
Bids and Awards Committee Secretariat
Date : July 2, 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 : July 2, 2026

Approved by:

VILMA D. EDA, CESO V
Schools Division Superintendent
Head of the Procuring Entity
Date : July 2, 2026