



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. 60]

COMMISSION ON AUDIT
RECEIVED
DATE AUG 11 2026

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											
Traveling 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	Traveling 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	482,230.00	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	275,900.00	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	25,900.00	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	50,900.00	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	209,900.00	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

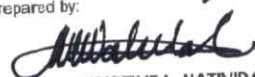
Procurement of Materials for the Conversion of Budget Office into Dental Clinic Room at the Schools Division Office Annex Building	SGOD	Materials for the Conversion of Budget Office into Dental Clinic Room at the Schools Division Office Annex Building	Small Value Procurement	No	LCRB	June 2026	July 2026	GAA 2026 - Continuing Appropriation	18,341.35	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	80,578.75	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	391,884.63	N/A	Original Entry
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	391,884.63	N/A	Original Entry
Procurement of Additional Stamp for Records Office Use	OSDS	1 piece each of Received and Released Stamp for Records Office Use	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	3,200.00	N/A	Original Entry
Procurement of Meals and Snacks during the Collaboration for Education: Division PTA Forum and Data Taking Ceremony 2026	SGOD	Meals and Snacks for 74 pax for 1 day	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	40,700.00	N/A	Original Entry
Procurement of Tokens for the Collaboration for Education: Division PTA Forum and Data Taking Ceremony 2026	SGOD	2 sets of Absilobo Product with bang Woven Bag	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	3,500.00	N/A	Original Entry
Procurement of Supplies for the Collaboration for Education: Division PTA Forum and Data Taking Ceremony 2026	SGOD	Supplies for the Collaboration for Education: Division PTA Forum and Data Taking Ceremony 2026	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	12,091.56	N/A	Original Entry
Procurement of Additional CRM Supplies and Equipment from DPRP Savings	SGOD	12 sets of Two-way Radio Transceiver	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	16,300.00	N/A	Additional Items from the savings of the previous procurement (Small Value Procurement)
Procurement of Additional CRM Supplies and Equipment from DPRP Savings	SGOD	12 boxes of EduKition	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	65,400.00	N/A	Additional Items from the savings of the previous procurement (Small Value Procurement)
Printing and Delivery of Additional ARAL Reading Learner's Workbook	CID	Additional ARAL Reading Learner's Workbook	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	126,313.25	N/A	Additional Items from the savings of the previous procurement (Small Value Procurement)
Procurement of ICT maintenance Supplies for Network Infrastructure and ICT Accessories	OSDS	ICT maintenance Supplies for Network Infrastructure and ICT Accessories	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Continuing Appropriation	9,619.00	N/A	Original Entry
Procurement of Supplies and Materials for the conduct of the Technical Assistance on Orientation of Learning Systems Reform Policies and Other Related Issuances	CID	Supplies and Materials for the conduct of the Technical Assistance on Orientation of Learning Systems Reform Policies and Other Related Issuances	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	25,567.66	N/A	Original Entry
Procurement of Meals and Venue for the conduct of the Technical Assistance on Orientation of Learning Systems Reform Policies and Other Related Issuances	CID	Meals and Venue for 2 days Day 1- 71 pax Day 2- 67 pax	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026 - Current Appropriation	94,800.00	N/A	Original Entry
Procurement of materials and supplies for the maintenance of reading books for Key Stage 1	CID	Materials and supplies for the maintenance of reading books for Key Stage 1	Small Value Procurement	No	LCRB	July 2026	August 2026	GAA 2026 - Current Appropriation	136,488.40	N/A	Savings from the previous procurement
Procurement of Adaptive Manipulative and Inclusive Learning Tools for SNEC Learners	CID	Adaptive Manipulative and Inclusive Learning Tools for SNEC Learners	Small Value Procurement	No	LCRB	August 2026	August 2026	GAA 2026 - Current Appropriation	58,180.10	N/A	Savings from the previous procurement
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	154,330.00	N/A	Original Entry
Diagnostic Check Up of Service Vehicle Toyota Grandia With Plate# SGC 3455	OSDS	Diagnostic Check Up of Service Vehicle Toyota Grandia With Plate# SGC 3455	Direct Acquisition	No	N/A	May 2026	May 2026	GAA 2026 - Current Appropriation	2,894.02	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 2026 - Continuing Appropriation	26,600.00	N/A	New Item due to the creation of De
Repair, Improvement and Optimization of Solar-Powered Back up System for data Server Cabinet	OSDS	Repair, Improvement and Optimization of Solar-Powered Back up System for data Server Cabinet	Direct Acquisition	No	N/A	June 2026	June 2026	GAA 2026 - Continuing Appropriation	110,800.00	N/A	Original Entry

Common Use Supplies and Equipment (CSE) to be purchased from M (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/Janitorial/Other Supplies)	NP-35.5 - Agency-to-Agency	No	N/A	N/A	N/A	GAA 2025 - Current Appropriation	730,000.00	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	S60D	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 2025 - 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

Prepared by:


MARIE CHRISTINE L. NATIVIDAD
Chief Education Supervisor - CID
Bids and Awards Committee Secretariat
Date: August 3, 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: August 3, 2026

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: 35,149,997.57

Approved by:


VILMA D. EDA, CESO V
Schools Division Superintendent
Head of the Procuring Entity
Date: August 3, 2026