

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

COMMISSION ON AUDIT  
RECEIVED  
DATE SEP 28 2026

ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☐ FINAL ☒ UPDATED [Version No. 77]

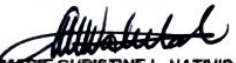
| PROCUREMENT PROJECT DETAILS                                                      |                               |                                                                                                                             |                         |                                                          |                                                                                | PROJECTED TIMELINE (MM/YYYY)  |                             | FUNDING DETAILS                  |                                                           | PROCUREMENT STRATEGY OR TOOLS | REMARKS<br>(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 2025 - 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                                                 |

|                                                                                                                                                     |      |                                                                                                                                                             |                            |    |      |                |                |                                     |            |     |                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----|------|----------------|----------------|-------------------------------------|------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------|
| Procurement of Additional Supplies and Equipment for the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program                     | SGOD | Additional Supplies and Equipment for the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program                                            | Small Value Procurement    | No | LCRB | September 2026 | September 2026 | GAA 2026- Current Appropriation     | 154,192.00 | N/A | Savings of the previous procurement (Small Value Procurement)                                                                             |
| Procurement of Equipment for the disaster response and preparedness program                                                                         | SGOD | hand crack manual siren - 5 pieces                                                                                                                          | Small Value Procurement    | No | LCRB | September 2026 | September 2026 | GAA 2026- Current Appropriation     | 85,000.00  | N/A | Savings of the previous procurement (Small Value 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    | 154,500.00 | 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    | 2,504.02   | 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                                                                                             |
| 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 2025 - Continuing Appropriation | 110,000.00 | N/A | Original Entry                                                                                                                            |
| 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/Janitorial/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 |

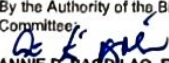
Note: Insert additional rows as necessary

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: 38,491,185.73

Prepared by:

  
**MARIE CHRISTINE L. NATIVIDAD**  
Chief Education Supervisor - CID  
Bids and Awards Committee Secretariat  
Date : September 17, 2026

Recommended by:

By the Authority of the Bids and Awards Committee:  
  
**ANNIE D. PACULAO, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Bids and Awards Committee Chairperson  
Date : September 17, 2026

Approved by:

  
**VILMA D. EPA, CESO V**  
Schools Division Superintendent  
Head of the Procuring Entity  
Date : September 17, 2026



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