



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SARANGANI

ANNUAL PROCUREMENT PLAN FOR FY 2026

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INDICATIVE

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FINAL

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DATED [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
General Requirements											
Institutionalization of Security Services for FY 2026	Administrative Services	Security Services	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	1,705,200.00	Renewal of Regular and Recurring Services -	
Janitorial Services	Administrative Services	Janitorial Services	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	1,228,920.00	Renewal of Regular and Recurring Services -	
Electricity Expenses	Administrative Services	Electricity	Direct Contracting	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	1,440,000.00	Renewal of Regular and Recurring Services -	
Rent-living Quarters	Administrative Services	Rent	Lease of Real Property and Venue	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	120,000.00	Renewal of Regular and Recurring Services -	
Other Supplies and Materials	Administrative Services	Other Supplies and Materials	Small Value Procurement	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	200,000.00	Assessment (LCA) and Life Cycle Cost	
Repair and Maintenance of Air Conditioning Units	General Services	Repair and Maintenance	Small Value Procurement	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	160,000.00	Assessment (LCA) and Life Cycle Cost	
Repairs & Maintenance-Motor Vehicles	General Services	Repair and Maintenance	Small Value Procurement	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	600,000.00	Assessment (LCA) and Life Cycle Cost	
Travelling Expense	OSDS	Travelling Expense	Purchase of Petroleum Fuel, Oil	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	2,000,000.00	Assessment (LCA) and Life Cycle Cost	
Insurance Expense	OSDS	Insurance Expense	NP-53.9 - Small Value Procurement	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	100,000.00	Assessment (LCA) and Life Cycle Cost	
Petty Cash Fund	OSDS	Petty Cash Fund	NP-53.9 - Small Value Procurement	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	480,000.00	Assessment (LCA) and Life Cycle Cost	
Fidelity Bond Premiums	OSDS	Fidelity Bond	NP-53.9 - Small Value Procurement	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	327,375.00	Assessment (LCA) and Life Cycle Cost	
Mobile Expense	OSDS	Mobile Expense	NP-53.9 - Small Value Procurement	No	LCRB	01-Jan-26	01-Dec-26	GAA 2026	482,000.00	Assessment (LCA) and Life Cycle Cost	
Supply and Delivery for Drinking Water for Division Office for the FY 2026	Administrative Services	Drinking Water	Small Value Procurement	NO	LCRB	01-Jan-26	01-Feb-26	GAA 2026	80,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Supply and Delivery of Fuel for DepEd Service Vehicles for FY 2026	Administrative Services	Fuel	Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant	NO	LCRB	01-Jan-26	01-Feb-26	GAA 2026	750,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	

Supply and Delivery of Janitorial Supplies	Administrative Services	Janitorial Supplies	Small Value Procurement	NO	LCRB	01-Jan-26	01-Feb-26	GAA 2026	200,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Procurement of Meals and Venue for Division Executive Committee Meeting for FY 2026	Administrative Services	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	250,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Supply and Delivery of Meals for Mass Celebration	Administrative Services	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	38,400.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 1: Conduct of District-Based Quarterly Program Implementation Review (PIR) for Calendar Year 2026	SGOD-M&E	Meals & Venue	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	108,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 2: "PRIME COLLAB"- HR 4 systems Committee Meetings	SGOD-HRTD	Meals & Venue	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	25,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 3: Division Performance Management Team Planning and Year end Conference	SGOD-HRTD	Meals & Venue	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	20,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 5: Recruitment, Selection and Appointment Activities CY 2026	SGOD-HRTD	Meals & Venue	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	138,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 6: Performance Review and Evaluation: Division Office Midyear Performance Review CY 2026	SGOD-HRTD	Meals & Venue	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	39,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 7: Data Management-BED 2 2027 Target Setting	SGOD-P&R	Meals & Venue	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	35,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 8: Data Management-DEDP 2026 Annual Accomplishment Reporting	SGOD-P&R	Meals & Venue	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	50,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Employees on Quality Management System	OSDS-PERSONNEL	Meals & Venue	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	171,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 1: Purpose: Program on Awards and Incentives for Service Excellence (PRAISE); Division PRAISE Committee Regular/Quarterly CY 2026	SGOD-HRTD	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	56,700.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 2: Quality Management System - Quarterly Management Review (QMR)	SGOD-HRTD	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	86,400.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 3: Procurement Meetings	OSDS-PRU	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	162,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 4: Division Human Resource and Development Committee (HRDC) Quarterly Meetings CY 2026	SGOD-HRTD	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	23,400.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Celebration of the 126th Founding Anniversary Celebration of the Philippine Civil Service cum CSC SarGen Civil	OSDS-PERSONNEL	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	24,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 6: Participation to Munato Festival 2026	SGOD-SOCMOB	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	22,500.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 7: Division Performance Management Team Semestral Meeting	SGOD-HRTD	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	10,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 9: Recruitment, Selection and Appointment Activities CY 2026	OSDS-PERSONNEL	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	18,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 10: QMS Teams Regular Meeting	SGOD-HRTD	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	67,050.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 11: QMS Mock Audit	SGOD-HRTD	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	81,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Activity 12: QMS Final Audit	SGOD-HRTD	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	81,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)

Activity 13: conduct of Division-Based Quarterly Program Implementation Review (PIR) for Calendar Year 2026	SGOD-M&E	Meals & Snacks	Competitive Bidding	YES	LCRB	01-Nov-25	01-Jan-26	GAA 2026	23,800.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
PROCUREMENT OF SUPPLEMENTARY LEARNING RESOURCES TO PUBLIC SCHOOL LIBRARIES	CID-LRMS	SUPPLEMENTARY LEARNING RESOURCES	Competitive Bidding	NO	LCRB	01-Jan-26	01-Mar-26	sub-aro 2025	18,188,686.50	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
PROCUREMENT OF PROFESSIONAL SERVICES OF A LICENSED PSYCHOLOGICAL SPECIALIST & LICENSED DEVELOPMENTAL PEDIATRICIAN	CID-EPS	CONSULTING SERVICES	Competitive Bidding	NO	LCRB	01-Jan-26	01-Mar-26	sub-aro 2025	2,641,500.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
ACCOMMODATION FOR QUARTERLY MANAGEMENT COMMITTEE MEETING (DMANGOM) FOR FY 2026	Administrative Services	Meals, Venue	Competitive Bidding	NO	LCRB	01-Jan-26	01-Mar-26	GAA 2026	2,374,400.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
GAD Activities / Annual Medical Check Up	SGOD	Medical	Small Value Procurement	NO	LCRB	01-Jan-26	01-Dec-26	GAA 2026	835,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Year-End Performance Evaluation	SGOD-HRTD	Meals, Venue	Small Value Procurement	NO	LCRB	01-Jan-26	01-Dec-26	GAA 2026	997,500.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
PRAISE Non Monetary Awards	SGOD-HRTD	Awards	Small Value Procurement	NO	LCRB	01-Jan-26	01-Dec-26	GAA 2026	110,500.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
33rd DepEd SDO Sarangani Founding Anniversary	SGOD-SOCMOB	Meals, Venue	Small Value Procurement	NO	LCRB	01-Jan-26	01-Dec-26	GAA 2026	196,255.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Participation to DepEd Sarangani Division Office Employees	SGOD-SOCMOB	Meals, Venue	Small Value Procurement	NO	LCRB	01-Jan-26	01-Dec-26	GAA 2026	63,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Provisio of ID for DepEd Sarangani Division Office Employees	OSDS-PERSONNEL	ID	Small Value Procurement	NO	LCRB	01-Jan-26	01-Dec-26	GAA 2026	22,500.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Google Drive Description Personnel Unit	OSDS-PERSONNEL	DRIVE	Small Value Procurement	NO	LCRB	01-Jan-26	01-Dec-26	GAA 2026	7,200.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Decentralization of Payroll Prep, Processes, procedure and Policies	OSDS-payroll	SUPPLIES	Small Value Procurement	NO	LCRB	01-Jan-26	01-Dec-26	GAA 2026	150,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Workshop on Updating of Citizens Chapter	Administrative Services	Meals, Venue	Small Value Procurement	NO	LCRB	01-Jan-26	01-Dec-26	GAA 2026	88,000.00	Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009										
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)										
Office Supplies	OSDS-Supply	Office Supplies	PS-DBM	No			01-Jun-26	GAA 2026	702,000.00	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 9,790,925.00
Total Amount of CSEs to be purchased from PS-DBM: 702,000.00
Total Amount of Estimated Budget: 37,760,286.50

Prepared by: 
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Schools Division Superintendent

Signature over Printed Name
Position/Designation
Bids and Awards Committee Secretariat

Signature over Printed Name
Position/Designation
Bids and Awards Committee Chairperson

Signature over Printed Name
Position/Designation
Head of the Procuring Entity

Date: 1/13/2026

Date: _____

Date: _____