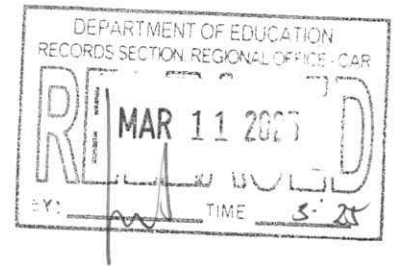




Republic of the Philippines
Department of Education
Cordillera Administrative Region



11 March 2025

REGIONAL MEMORANDUM

176.2025

DISSEMINATION ON THE SUBMISSION OF ANNUAL PROCUREMENT PLANS OF THE SCHOOLS FOR FY 2023-2025

To: Assistant Regional Director
Schools Division Superintendent
Division Procurement Focal Persons
Bids and Awards Committee
All Others Concerned

1. In reference to the unnumbered Memorandum dated March 7, 2025 released by the Undersecretary for Procurement of Dep Ed Central Office, this is to inform all concerned personnel on the submission of Annual Procurement Plans (APP) for the last three years (FY 2023-2025) on or before **March 12, 2025** in excel format thru microsoft form (<https://tinyurl.com/Schools-APP-FY-23-24-25>).
2. Each Schools Division Office (SDOs) is requested to submit the APPs from **two (2)** school in each of the following categories:
 - a. Very Large;
 - b. Large;
 - c. Medium; and
 - d. Small
3. Please see attached memorandum for more details.
4. For information and strict compliance.

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director

For the Regional Director:

RONALD B. CASTILLO
Assistant Regional Director

ASD/ProcurementUnit/RBC/RFD/edra



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera <https://depedcar.ph>



Republic of the Philippines
Department of Education



MEMORANDUM

TO: Regional Directors
Schools Division Superintendents
Division Procurement Focal Persons
Bids and Awards Committee Chairpersons
All Other Concerned

Gerard L. Chan
FROM: **ATTY. GERARD L. CHAN, CESO I**
Undersecretary for Procurement

SUBJECT: **SUBMISSION OF ANNUAL PROCUREMENT PLANS OF
THE SCHOOLS FOR FY 2023-2025**

DATE: **07 MARCH 2025**

In relation to the proposed policy on the amendment to Department Order No. 2, s. 2024, we respectfully request the submission of the **Annual Procurement Plans (APP) for the last three (3) years (APP 2023, 2024, and 2025)** on or before **March 12, 2025**. These documents will provide data to support the proposed revisions and ensure alignment with procurement planning standards.

To provide a comprehensive overview, each Schools Division Offices (SDOs) is requested to submit the APPs from two (2) schools in each of the following categories: Very Large, Large, Medium, and Small – a total of eight (8) schools per SDO.

For ease of submission, kindly upload the required documents via this Microsoft Form: <https://tinyurl.com/Schools-APP-FY-23-24-25>.

Please ensure that all uploaded files are in Excel format and follow this naming convention:

SDO_Name_SchoolCategory_APPYear (e.g., SDOQuezon_VeryLarge_APP2023).

Should there be any concerns or clarifications, please feel free to contact us via email at oupro.pbb@deped.gov.ph or through phone at (02) 8633-1940.

Thank you very much.