



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

March 10, 2025

DIVISION MEMORANDUM
No. 132, s. 2025

SUBMISSION OF ANNUAL PROCUREMENT PLAN OF THE SCHOOLS FOR FY 2023-2025

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Enclosed is the unnumbered memorandum issued by Atty L. Gerald Chan, CESO I Undersecretary for Procurement requesting the submission of the school Annual Procurement Plan (APP) for the last three (3) years (APP 2023, 2024, 2025 on or before March 12, 2025 via this Microsoft form: <https://tinyurl.com/Schools-APP-FY23-24-25>.
2. The list of schools below are advised to upload in Excel format their APP with the given naming conversion,
SDO_Name_SchoolCategory_APPYear (e.g., SDOBatangas_VeryLarge_APP2023)

	Name of School	District	Category
1	Bauan Technical Integrated School	Bauan West Sub office	Very Large
2	Payapa National High School	Lemery Sub office	Very Large
3	Pedro Paterno National High School	Calaca City Sub office	Large
4	Palahanan National High School	San Juan West Sub office	Large
5	Maabud National High School	San Nicolas Sub office	Medium
6	Alupay National High School	Rosario East Sub office	Medium
7	Balibago-Biga National High School	Lobo Sub office	Small
8	Mabini National High School	Mabini Sub office	Small

3. Immediate dissemination of this memorandum is earnestly desired.

MARITES A. IBANEZ, CESO V
Schools Division Superintendent

RSC/ Submission of Annual Procurement Plan of the Schools for FY 2023-2025/ R2-141347/ 3-10-2025



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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


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.