



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

6 Apr 2026

**DIVISION MEMORANDUM**  
**No. 176 s. 2026**

**ONLINE TECHNICAL ASSISTANCE ON THE PREPARATION OF ANNUAL  
PROCUREMENT PLAN USING THE NEW TEMPLATE**

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. In line with the provisions of **Republic Act No. 12009 or the New Government Procurement Act (NGPA)**, all offices are hereby directed to adopt and utilize the newly prescribed standard templates for official documents and forms. This Office will conduct an **Online Technical Assistance on the Preparation of Annual Procurement Plan using the New Template** on April 7, 2026, at nine o'clock in the morning through this link: <https://tinyurl.com/TA-APP-2026>.
2. Participants are the School Heads and administrative staff of Elementary Schools, Non-Implementing Unit Secondary Schools and Senior High Schools within the Division.
3. Attendance is a must and all concerned personnel are expected to attend the said online technical assistance to ensure proper compliance with the new Annual Procurement Plan.
4. Immediate dissemination of this Memorandum is highly appreciated.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

Encl.: As Stated,  
To be indicated in the Perpetual Index  
Under the following subject:

Issuances  
Division Memorandum

MBBF/ ONLINE TECHNICAL ASSISTANCE ON THE PREPARATION OF ANNUAL PROCUREMENT PLAN USING THE NEW TEMPLATE /R2-~~150739~~ / 6 Apr 2026



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