



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 11, 2025

DIVISION MEMORANDUM

No. 205 s. 2025

SUBMISSION OF ANNUAL PROCUREMENT PLANS FY 2023-2025

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors
School Heads Concerned
All Others Concerned

1. In line with the attached DepEd Memorandum dated March 7, 2025, the following schools are requested to submit their Annual Procurement Plans (APP) for the last three years (APP 2023, 2024 and 2025) **on or before March 12, 2025**.

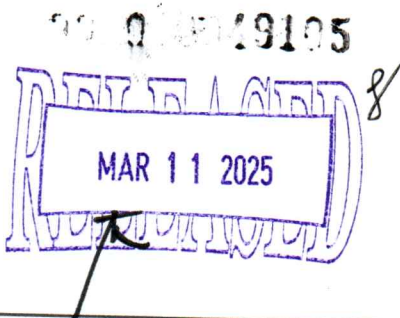
1	Camba HS, Arayat	Very Large School
2	Don Jesus Gonzales HS, Arayat	Very Large School
3	Diosdado Macapagal HS, Mexico	Large School
4	Masantol HS, Masantol	Large School
5	Planas HS, Porac	Medium School
6	Gerry Rodriguez HS, Mexico	Medium School
7	Sapang Kawayan HS, Masantol	Small School
8	Prado Siongco HS, Lubao	Small School


2. For ease of submission, kindly upload the required documents via this MS Form: <https://tinyurl.com/Schools-APP-FY23-24-25>.

3. Please ensure that the uploaded files are in Excel format and follow this naming convention:

SDO Name_SchoolCategory_APPYear (e.g. SDOPampanga_VeryLarge_APP2023)

4. Compliance and wide dissemination of this memorandum is desired.




ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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 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.

