



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque

RECORDS SECTION
RELEASED

Name: 01830

Signature: [Signature]

MAR 11 2025 Time: _____

Office of the Schools Division Superintendent

MEMORANDUM
OSDS-BAC-2025-001

TO: Asst. Schools Division Superintendent
 Public Schools District Supervisors concerned
 Select Public Elementary & Secondary School Heads
 All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
 OIC, Schools Division Superintendent

For the SDS:

[Signature]
MA. CECILIA S. MANAY
 Chief Education Supervisor, SGOD
 Officer-In-Charge

SUBJECT: **DISSEMINATION OF DEPED CENTRAL OFFICE (CO) UNNUMBERED MEMORANDUM RE: SUBMISSION OF ANNUAL PROCUREMENT PLANS OF SCHOOLS FOR FY 2023-2025 DATED MARCH 7, 2025**

DATE: March 10, 2025

With reference to DepEd Central Office (CO)-Unnumbered Memorandum from Atty. Gerald L. Chan, CESO I, Undersecretary for Procurement titled Submission of Annual Procurement Plans of Schools for FY 2023-2025 dated March 7, 2025, this Office requests the following select schools to submit their Annual Procurement Plan (APP) for the last three years (APP 2023, 2024, and 2025) to this link <https://tinyurl.com/Schools-APP-FY-23-24-25> provided by the Central Office on or before March 12, 2025.

School	Size
DLHMS	Very Large
Buenavista NHS	Very Large
Landy NHS	Large
Cawit ES	Large
Matalaba NHS	Medium
Malibago ES	Medium
Balanacan NHS	Small
Alobo ES	Small

Please see attached CO Memorandum for your reference.

For immediate dissemination and strict compliance.

2025-OSDS/BAC



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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

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.