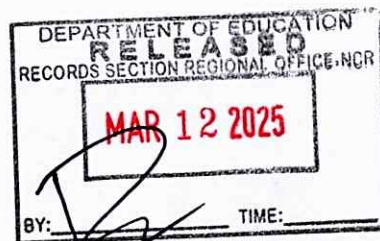




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD-2025- 251

TO : Schools Division Superintendents  
 Division Procurement Focal Persons  
 Bids and Awards Committee Chairpersons  
 All Others Concerned

FROM : *for:* **JOCELYN DR ANDAYA**  
 Regional Director, NCR  
 concurrent Officer-In-Charge  
 Office of the Assistant Secretary for Operations

*[Signature]*  
**CRISTITO A. ECO**  
 Director III  
 Officer-In-Charge  
 Office of the Regional Director

SUBJECT : **SUBMISSION OF FINAL ANNUAL PROCUREMENT PLAN OF THE SCHOOLS FOR FYS 2023-2025**

DATE : 10 March 2025

- Attached is unnumbered MEMORANDUM from Atty. Gerald L. Chan, CESO I, Undersecretary for Procurement dated 07 March 2025 on the submission of the above reports.
- The said submission is due on 12 March 2025. For more clarifications, please coordinate immediately with the Office of the Undersecretary for Procurement at [oupro.pbb@deped.gov.ph](mailto:oupro.pbb@deped.gov.ph) or through phone at (02)-86331940.
- For guidance and compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City  
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Certificate No. PNP QMS 24 93 0193



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](mailto:oupro.pbb@deped.gov.ph) or through phone at (02) 8633-1940.

Thank you very much.