



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

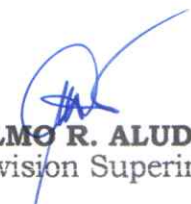
OFFICE MEMORANDUM
OSDS-2025-143

12 AUG 2025

To: All Others Concerned

SUBMISSION OF 2026 PROJECT PROCUREMENT MANAGEMENT PLAN

1. In compliance with Regional Memorandum No. 975, s. 2025 and Procurement Service-Department of Budget and Management (PS-DBM) Advisory No. 2025-010, regarding the submission of the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for FY 2026, all units/divisions of the Schools Division Office (SDO) are requested to submit their 2026 Project Procurement Management Plan (PPMP) on or before August 20, 2025. This will allow the Asset Management Unit sufficient time for consolidation.
2. Attached is the breakdown of the budget allocation for each SDO unit/division, based on the estimated 2026 expenses from the proposed FY 2026 Maintenance and Other Operating Expenses (MOOE) budget.
3. For guidance and strict compliance.


ANSELMO R. ALUDINO
Schools Division Superintendent

ADO/ OM-2026 PPMP
250002/August 12, 2025



SDCB RECORDS UNIT

2512281

NO.	PARTICULARS (EXPENSES/PPA)	2026 BUDGET ALLOCATION														TOTAL
		OSDS Proper	OASDS	ITO	Legal	Admin	AMU	Cash	HR	Records	Accounting	Budget	BAC	CID	SGOD	
1	Training Expenses (GAD, WTD, PRAISE)	-	-	-	-	-	-	-	-	-	-	-	-	-	300,000.00	300,000.00
2	ICT and Office Supplies Exp	8,500.00	8,500.00	8,000.00	8,000.00	16,500.00	35,820.00	25,000.00	40,500.00	25,000.00	35,000.00	25,000.00	40,500.00	10,000.00	10,000.00	296,320.00
3	Accountable Forms Expenses	-	-	-	-	-	-	5,000.00	-	-	-	-	-	-	-	5,000.00
4	Medical, Dental and Laboratory Supplies Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000.00	30,000.00
5	Fuel, Oil and Lubricants Expenses	-	-	-	-	420,000.00	-	-	-	-	-	-	-	-	-	420,000.00
6	Office Equipment (Office chair)	-	-	-	-	-	50,000.00	-	-	-	-	-	-	-	-	50,000.00
7	Other Machinery and Equipment (Aircon, Open shelves)	-	-	-	-	-	90,000.00	-	-	-	-	-	-	-	-	90,000.00
8	Other Supplies and Materials Exp (Janitorial Supplies)	-	-	-	-	200,000.00	-	-	-	-	-	-	-	-	-	200,000.00
9	Other Maintenance and Operating Expenses (Maintenance of Vehicle/Aircon)	-	-	-	-	50,000.00	-	-	-	-	-	-	-	-	-	50,000.00
10	Water Expenses	-	-	-	-	26,400.00	-	-	-	-	-	-	-	-	-	26,400.00
11	Electricity Expenses	-	-	-	-	700,000.00	-	-	-	-	-	-	-	-	-	700,000.00
12	Postage and Courier Services	-	-	-	-	-	-	-	-	5,000.00	-	-	-	-	-	5,000.00
13	Telephone Expenses - Mobile	-	-	-	-	350,000.00	-	-	-	-	-	-	-	-	-	350,000.00
14	Telephone Expenses - Landline	-	-	-	-	15,000.00	-	-	-	-	-	-	-	-	-	15,000.00
15	Internet Subscription Expenses	-	-	-	-	110,000.00	-	-	-	-	-	-	-	-	-	110,000.00
16	Other Professional Services (System Development)	-	-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	100,000.00
17	Security Services	-	-	-	-	179,100.00	-	-	-	-	-	-	-	-	-	179,100.00
18	Janitorial/ Other General Services	-	-	-	-	549,180.00	-	-	-	-	-	-	-	-	-	549,180.00
19	Gratuity Pay of Job Orders	-	-	-	-	28,000.00	-	-	-	-	-	-	-	-	-	28,000.00
20	Fidelity Bond Premiums	-	-	-	-	-	-	11,000.00	-	-	-	-	-	-	-	11,000.00
21	Insurance Expenses	-	-	-	-	190,000.00	-	-	-	-	-	-	-	-	-	190,000.00
22	MANCOM	-	-	-	-	-	-	-	25,000.00	-	-	-	-	-	-	25,000.00
23	CSC	-	-	-	-	-	-	-	10,000.00	-	-	-	-	-	-	10,000.00
24	EXECOM/Other meetings	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00
25	PSB	-	-	-	-	-	-	-	40,000.00	-	-	-	-	-	-	40,000.00
26	DMEA/Review and adjustment of DEDP and School SIP	-	-	-	-	-	-	-	-	-	-	-	-	-	300,000.00	300,000.00
27	QMS	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00	100,000.00
28	UMOK	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000.00	5,000.00
29	Div. S&T Fair	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	-	20,000.00
30	Histoquiz	-	-	-	-	-	-	-	-	-	-	-	-	3,000.00	-	3,000.00
31	Mathematics Festival	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	-	20,000.00
32	Pagbasa	-	-	-	-	-	-	-	-	-	-	-	-	10,000.00	-	10,000.00
33	Buwan ng Wika	-	-	-	-	-	-	-	-	-	-	-	-	10,000.00	-	10,000.00
	TOTAL	23,500.00	8,500.00	108,000.00	8,000.00	2,834,180.00	175,820.00	41,000.00	115,500.00	30,000.00	35,000.00	25,000.00	40,500.00	73,000.00	745,000.00	4,263,000.00