



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM
No. 039, s. 2025

FROM : SCHOOLS DIVISION SUPERINTENDENT
TO : ALL SDO PERSONNEL
SUBJECT : **CONDUCT OF EARLY PROCUREMENT ACTIVITY**
DATE : August 12, 2025

In connection with the Submission of the Annual Procurement Plan – Common-use Supplies (APP-CSE) 2026 Form to Procurement Service – Department of Budget and Management (PS-DBM) via Modernized Philippine Government Electronic System (mPHILGEPS), this Office informs all concerned unit heads about the **Conduct of the Early Procurement Activity** which will be on August 31, 2025. In line with this, the proposed budget below is allocated per department.

UNIT	AMOUNT
OSDS- P 1,858,000.00	
Schools Division Superintendent	P 770,000.00
Assistant Schools Division Superintendent	P 100,000.00
Administrative	P 90,000.00
HR-Personnel	P 90,000.00
Payroll	P 90,000.00
Cash	P 185,000.00
Accounting	P 190,000.00
Budget	P 72,000.00
Records	P 103,000.00
Supply	P 60,000.00
ICT	P 72,000.00
Legal	P 36,000.00
CID- P 255,000.00	
CID Chief	P 15,000.00
EPS	P 135,000.00
PSDS	P 50,000.00
LRMDS	P 55,000.00
SGOD- P 285,000.00	
SGOD Chief	P 15,000.00
Engineering	P 35,000.00
Medical	P 80,000.00
Planning and Research	P 20,000.00



For guidance and compliance.

10