

#### Republic of the Philippines

## Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

#### OFFICE MEMORANDUM No. 039 \_\_\_\_, s. 2025

24400 L. 2000 CO.

FROM: SCHOOLS DIVISION SUPERINTENDENT

TO : ALL SDO PERSONNEL

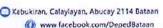
SUBJECT: CONDUCT OF EARLY PROCUREMENT ACTIVITY

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











### Republic of the Philippines

# Department of Education

SCHOOLS DIVISION OFFICE OF BATAAN

Monitoring and Evaluation	₱ 20,000.00
HRTD	₱ 35,000.00
Private School	₱ 30,000.00
Youth Formation Section	₱ 20,000.00
Social Mobilization and Networking	₱ 30,000.00

For guidance and compliance.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent









