



Republic of the Philippines
 Department of Education
 Region VIII

SCHOOLS DIVISION OFFICE OF TACLOBAN CITY

March 10, 2025

DIVISION MEMORANDUM

No. 214 s. 2025

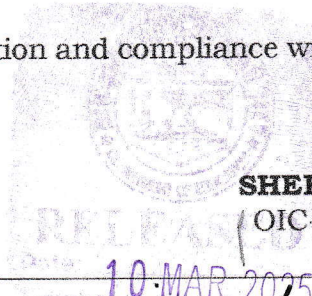
**SUBMISSION OF ANNUAL PROCUREMENT PLANS OF THE SCHOOLS
 FOR FY 2023-2025**

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 Chief, SCHOOLS GOVERNANCE OPERATION DIVISION
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
 SCHOOL BIDS AND AWARDS COMMITTEE CHAIRPERSON
 ALL OTHERS CONCERNED**

1. In reference to Memorandum issued by the office of the undersecretary for procurement and in relation to proposed policy on the amendment to DO No. 22, s. 2025, the division would like to request identified schools on the submission of the Annual Procurement Plans (APP) for the last three years (3) years (APP 2023, 2024, and 2025) on or before March 11, 2025.
2. The following are the identified schools to submit the APP 2023, 2024, and 2025.

School	District
Leyte National High School	VII
Sagkahan National High School	VIII
Northern Tacloban city National High School	I
Tacloban City National High School	III
Cirilo Roy Montejo National High School	VI
V&G National High School	IX
Antonio Balmes National High School	IV

3. For the submission of the APP, kindly upload the required via this link:
<https://tinyurl.com/4avj628h>
4. Please ensure that all uploaded files are in Excel format and following this naming convention: SDO_Name_SchoolCategory_APPYear (e.g., SDOQuezon_VeryLarge_APP2023).
5. Immediate dissemination and compliance with this memorandum are desired.



Sherlita A. Palma
SHERLITA A. PALMA, EdD, CESO VI
 OIC-Schools Division Superintendent

10-MAR-2025