



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



17 March 2026

**DIVISION MEMORANDUM**

No. 0278, s. 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 0241, s. 2026 SUBMISSION OF PROCUREMENT REPORTS AND SUPPORTING FORMS AND TEMPLATES**

**TO:** Assistant Schools Division Superintendent  
 Chiefs, CID and SGOD  
 Public Schools District Supervisors  
 School Heads  
 BAC Chairpersons and Members  
 Implementing Units (IUs)  
 All Others Concerned

1. In reference to the DepEd Memorandum No. 0241, s. 2026 titled "Submission of Procurement Reports and Supporting Forms and Templates", this Office announces that the final submission of the Procurement Reports to the Schools Division Office of Quezon is as follows:

Procurement Report	Deadline of Submission
Annual Procurement Plan (APP) for FY 2025	On or before April 30, 2026
Project Procurement Management Plan (PPMP) for FY 2025	
Annual Procurement Plan (APP) for FY 2026	On of before July 31, 2026
Project Procurement Management Plan (PPMP) for FY 2026 with Market Scoping	

2. All schools shall submit their reports to their respective district offices **using the designated color-coded folders** (i.e., District 1 – Green, District 2 – White, District 3 – Orange, and District 4 – Blue). The district offices shall be responsible for **compiling the reports** and submitting them to the Schools Division Office of Quezon, **accompanied by a checklist indicating which schools have submitted their reports.**

DEPEDQUEZON-TM-SDS-04-009-003



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3. For monitoring purposes, all procurement reports (i.e., APP, PPMP, and PMR) shall be furnished to the SDO Procurement Office, in Excel and PDF formats, and shall be sent to the official procurement email address at [sdo.quezon.procurement@deped.gov.ph](mailto:sdo.quezon.procurement@deped.gov.ph) or [hilariona.coronado@deped.gov.ph](mailto:hilariona.coronado@deped.gov.ph)
4. All concerned personnel are advised to **ensure completeness, accuracy, and compliance** with the prescribed formats and templates as indicated in DepEd Memorandum No. 0241, s. 2026.
5. In addition, this Office will provide **technical assistance and an online orientation** to guide concerned personnel in the **preparation and submission of the aforementioned procurement reports (APP and PPMP)**. The session aims to ensure that all reports are accurately accomplished, properly formatted, and compliant with the prescribed templates and guidelines. A separate memorandum containing the schedule, platform, and other details of this activity will be issued for your guidance.
6. Strict compliance with this Memorandum is enjoined.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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