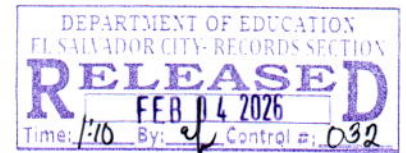




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



February 2, 2026

DIVISION MEMORANDUM
 No. 032, s. 2026

SUBMISSION OF BIDS AND AWARDS (BAC) REPORTS FOR FY 2026

To: All Elementary and Secondary School Heads
 Non-Teaching Personnel in Schools
 School BAC Secretariat
 All Others Concerned
 This Division

1. In line with the Division's compliance with the requirements of the Government Procurement Policy Board (GPPB), all schools are hereby directed to submit the **Procurement Monitoring Report (PMR)** and **Annual Procurement Plan (APP) Updates** within the prescribed schedules and guidelines.

2. The **Procurement Monitoring Report (PMR)** shall be submitted semi-annually on the following schedules:

- 2.1 1st Semester: Every **July 6** of the current year
- 2.2 2nd Semester: Every **January 6** of the succeeding year

- a. 1st Semester PMR: *on or before July 6, 2026*
 Link: <https://bit.ly/elsaPMR2026-1>
- b. 2nd Semester PMR: *on or before January 6, 2027*
 Link: <https://bit.ly/elsaPMR2026-2>

3. Schools shall update only their assigned sheets in the provided PMR soft copy links. While additional rows may be added when necessary, *no modification of the GPPB-prescribed template, format, or columns shall be allowed to ensure uniformity in reporting.*

4. A signed copy of the PMR shall be prepared and uploaded to the designated online folder for the corresponding reporting period. The PMR must bear the following signatories.

- 4.1 Prepared by – *BAC Secretariat*
- 4.2 Recommended for Approval – *BAC Chairperson*
- 4.3 Approved by – *Head of the Procuring Entity*

Centralized PMR Submission Folder:
<https://bit.ly/PMR-SchoolsSubmission>



Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.net

Doc. Ref. Code	SDS-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 2

5. All PMR files shall be systematically organized by year in the centralized drive to ensure efficient monitoring, audit, and retrieval of records.

6. The **Annual Procurement Plan (APP) NON-CSE** shall be submitted on the following schedules:

6.1 APP NON-CSE – Indicative: Every **September 15** of the current year

6.2 APP NON-CSE – Final Update: Every **January 15** of the succeeding year

a. FY 2027 APP NON-CSE – Indicative: *on or before September 15, 2026*

b. FY 2026 APP NON-CSE – Final Update: *on or before January 15, 2027*

7. Schools shall update their assigned APP sheets in the provided soft copy link. While additional columns may be added for supplemental funds, no modification of the prescribed template, format, or rows shall be made. The Code (PAP) and Project Title are auto-generated; hence, all details and updated amounts must be completely and accurately filled out.

APP FY 2026 Updating Link:

<https://sites.google.com/depd.gov.ph/elsabac/app/2026/fy-2026-updates>

Centralized APP Folder Reference:

<https://bit.ly/APPUpdateSubmission>

8. Strict compliance with this Memorandum is enjoined to ensure timely consolidation, monitoring, and adherence to existing procurement laws, rules, and regulations.

9. This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

10. This Office directs the immediate dissemination and strict compliance of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the **Perpetual Index**
under the following subject:

Procurement Monitoring Report

RE: SUBMISSION OF BIDS AND AWARDS (BAC) REPORTS FOR FY 2026
CID/jdc