

FOR FOLLOW UP (1ST QUARTER)

OSDS

Project Title	End-User or Implementing Unit	Mode of Procurement	Start of Procurement Activity	End of Procurement Activity	Estimated Budget / Approved Budget for the Contract (Php)	STATUS
Seminar on Teacher's Rights and Legal Protection	OSDS- LEGAL	Small Value Procurement	01/2026	01/2026	108,000.00	Submitted: January 12, 2026- For Approval
Workshop for Preparation and Consolidation of Financial Reports	OSDS- FINANCE	Small Value Procurement	01/2026	01/2026	160,000.00	Ongoing Procurement
National Bible Month Celebration	OSDS- ADMIN	Direct Acquisition	01/2026	01/2026	36,500.00	Ongoing Procurement
Training and Orientation of Assessors for the Conduct of Demonstration Teaching, Teacher Reflection Writing, and BEI of Teacher I Applicants in Elementary, Junior High School (JHS), and Senior High School (SHS) for SY 2026-2027	OSDS- PERSONNEL	Small Value Procurement	01/2026	01/2026	57,000.00	
Capability Training of SDO Personnel/Payroll	OSDS- PERSONNEL	Direct Acquisition	01/2026 05/2026	01/2026 05/2026	14,000.00	
Quarterly Mancom Meeting	OSDS- ADMIN	Small Value Procurement	01/2026	10/2026	240,000.00	Submitted: January 12, 2026- For Approval
Quarterly Coordination Meeting of Personnel handling Finance, Personnel & Supply Unit	OSDS - ADMIN	Small Value Procurement	03/2026 06/2026 09/2026 10/2026	03/2026 06/2026 09/2026 10/2026	200,000.00	
Quarterly Procurement of Other Machinery and Equipment	OSDS	Direct Acquisition	03/2026 06/2026 09/2026 10/2026	03/2026 06/2026 09/2026 10/2026	42,000.00	
Quarterly Procurement of Office Equipment	OSDS	Small Value Procurement	03/2026 06/2026 09/2026 10/2026	03/2026 06/2026 09/2026 10/2026	158,000.00	
Procurement of ICT Equipment for FY 2026 for Upgraded IT Equipment	OSDS- ICT	Small Value Procurement	03/2026	03/2026	1,147,000.00	



Republic of the Philippines
 Department of Education
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – CITY OF VALENZUELA

Title of Project: _____
Source of Fund: _____

➤ **Documentary Requirement as an attachment in the Procurement (at least 3 copies)**

A. For Goods, Materials, Supplies

1. Approved Activity Proposal/Authority to Conduct
2. Market Scoping
3. Approved APP, PPMP (if downloaded funds, if not, no need)
4. Purchase Request
5. Certificate of Non-Availability of Stocks (CNAS) c/o DBM-PS

PRESENT	NON- PRESENT

B. For Food during Trainings/Meetings

1. Approved Activity Proposal/Authority to Conduct
2. Market Scoping
3. Approved APP, PPMP (if downloaded funds, if not, no need)
4. Purchase Request

C. For Lease of Venue for Trainings especially outside Metro Manila

1. Approved Activity Proposal/Authority to Conduct
2. Market Scoping
3. Approved APP, PPMP (if downloaded funds, if not, no need)
4. Purchase Request
5. Signed NEAP Certification of Non-Availability c/o Regional NEAP (Justification letter if no NEAP Certification)

Remarks:

Complete Documents _____

	<i>Forwarded to</i>	<i>Date and Time:</i>	<i>Received</i>	<i>Date and Time:</i>	<i>Released</i>	<i>Date and Time:</i>
<input type="checkbox"/> ASDS	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> SDS	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> BAC	_____	_____	_____	_____	_____	_____

Incomplete Documents due to _____

	<i>Returned to:</i>	<i>Date and Time:</i>	<i>Received</i>	<i>Date and Time:</i>	<i>Released</i>	<i>Date and Time:</i>
<input type="checkbox"/> Proponent	_____	_____	_____	_____	_____	_____
If Complied:						
<input type="checkbox"/> ASDS	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> SDS	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> BAC	_____	_____	_____	_____	_____	_____

Note: DO NOT DETACH THIS FORM

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