



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

July 14, 2026

DIVISION MEMORANDUM

No. 307, s. 2026

**SUBMISSION OF THE UPDATED LIST OF PUBLIC SCHOOLS TO THE
GOVERNMENT PROCUREMENT POLICY BOARD – TECHNICAL SUPPORT
OFFICE (GPPB-TSO)**

To: Assistant Schools Division Superintendents
Procurement Officer
School Heads
Administrative Officer II
All Other concerned

1. In support of the Government Procurement Policy Board – Technical Support Office (GPPB-TSO)'s initiative to establish and maintain a comprehensive directory of all Procuring Entities in the government, all public schools under this Division are hereby directed to accomplish the required information through the link provided below.
2. The online data collection form may be accessed through the following link:
<https://bit.ly/LISTOFSCHOOL>
3. All concerned are requested to complete the online form on or before **July 17, 2026, at 3:00 P.M.** to allow sufficient time for the consolidation and submission of the required data.
4. For information, guidance and strict compliance.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

Procurement Unit



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Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

Subject:

REQUEST FOR SUBMISSION OF UPDATED LIST OF PUBLIC SCHOOLS UNDER THE SCHOOLS DIVISION OFFICE

The Government Procurement Policy Board – Technical Support Office (GPPB-TSO) respectfully requests the assistance of your Office in providing the updated list of all public schools under the jurisdiction of your Schools Division Office.

This request forms part of the GPPB-TSO's ongoing initiative to establish and maintain a comprehensive directory of all Procuring Entities in the government. The directory is intended to strengthen the monitoring of compliance with procurement reporting requirements prescribed under Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations (IRR). Likewise, the initiative aims to enhance the availability of reliable procurement data to support evidence-based policy formulation, strategic procurement planning, and informed decision-making.

The initiative is undertaken pursuant to the strategic procurement monitoring functions of the Government Procurement Policy Board (GPPB), as provided under Section 91.1 of the IRR of RA No. 12009, which mandates the GPPB to establish and implement a strategic procurement monitoring program that utilizes data analytics to enhance procurement planning and evidence-based policymaking, consistent with Section 24 of the Act. As the technical support arm of the GPPB, the GPPB-TSO is tasked with undertaking activities necessary to support the effective implementation of this mandate, including the development of a reliable and comprehensive database of Procuring Entities that will facilitate procurement monitoring, compliance assessment, and data-driven policy development.

In this regard, may we respectfully request your Office to provide the following information for each public school under your jurisdiction:

- a) School Name;
- b) School ID;
- c) PhilGEPS Organizational ID, if already registered.
- d) Complete Address (Bldg. Name, Street Name, Barangay, City/Municipality, Province, Zip Code);
- e) Region;
- f) Name of School Head;
- g) Designation/Position of Head;
- h) Official Email Address (if available);
- i) Contact Number (if available); and
- j) School Classification (e.g., Elementary, Integrated School, Junior High School, Senior High School, or other applicable classification).



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To facilitate the submission, please accomplish the prescribed Excel template, which may be downloaded through the link below:

Download the Excel Template:

<https://docs.google.com/spreadsheets/d/1h0H2N3WOg0YSms5fPCftxJBxtV-saE3E/edit?usp=sharing&ouid=101499531500236030624&rtpof=true&sd=true>

After accomplishing the prescribed Excel template, kindly upload the completed file to any online file-sharing platform (e.g., Google Drive, Microsoft OneDrive, Dropbox, or other similar cloud storage service). **Please ensure that the file's sharing permissions are set to allow access by anyone with the link.**

Thereafter, submit the shareable link to the uploaded file through the online submission portal below **on or before 17 July 2026.**

Online Submission Portal:

<https://forms.office.com/r/3VNM4fUBmi>

The information to be submitted shall be used exclusively for official government purposes in connection with the GPPB-TSO's procurement monitoring, compliance assessment, and policy development functions, and shall be processed in accordance with applicable laws, rules, and regulations governing the management and protection of government information.

For questions or clarifications, please contact **Ms. Marnellie M. Isagon**, Procurement Management Officer III, of the Performance Monitoring Division B through (02) 5322-6222(BAC) or mmisagon@gppb.gov.ph.

We appreciate your continued cooperation and support in this important initiative and look forward to your timely submission.

Thank you.