**SCHEDULE OF REQUIREMENTS**

**Annex A: Procurement of Catering Service 2027 Regional Office I Proper**

**Bid Reference No. 2026-11-22**

**PROCUREMENT OF CATERING SERVICES 2027 FOR REGIONAL OFFICE I PROPER**

| item | TITLE OF ACTIVITIES | End-User | General Description | Qty/Pax | Start Date | End Date | Breakfast | AM Snacks | Lunch | PM Snacks | Dinner |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **ISO 9001:2026 Quality Management System Awareness Blended Learning Course** | HRDD | AM Snacks, Lunch, PM Snacks | **30** | February 11,2027 | | | **30** | **30** | **30** | |
| | | | | 30 | April 1,2027 | | | 30 | 30 | 30 | |
| | | | | 30 | July 1,2027 | | | 30 | 30 | 30 | |
| | | | | 30 | October 4,2027 | | | 30 | 30 | 30 | |
| 2 | **Empowering Personnel through Coaching and Mentoring (7 sessions) PM** | HRDD | PM Snacks | 10 | February 10,2027 | | | 10 | | | |
| | | | | 10 | March 9,2027 | | | 10 | | | |
| | | | | 10 | April 14,2027 | | | 10 | | | |
| | | | | 10 | May 12,2027 | | | 10 | | | |
| | | | | 10 | July 14,2027 | | | 10 | | | |
| | | | | 10 | August 11,2027 | | | 10 | | | |
| | | | | 10 | October 14,2027 | | | 10 | | | |
| 3 | **Office Learning Session (OLS) AM** | HRDD | AM Snacks | 20 | February 10,2027 | | | 20 | | | |
| | | | | 20 | March 9,2027 | | | 20 | | | |
| | | | | 20 | April 14,2027 | | | 20 | | | |
| | | | | 20 | May 12,2027 | | | 20 | | | |
| | | | | 20 | June 9,2027 | | | 20 | | | |
| | | | | 20 | July 14,2027 | | | 20 | | | |
| | | | | 20 | August 11,2027 | | | 20 | | | |
| | | | | 20 | September 8,2027 | | | 20 | | | |
| | | | | 20 | October 13,2027 | | | 20 | | | |
| | | | | 20 | November 10,2027 | | | 20 | | | |

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| 4 | **Orientation and Workplace Integration for New Hires** | HRDD | AM Snacks, Lunch, PM Snacks | 15 | March 3,2027 | | | 15 | 15 | 15 | |
| 5 | **Celebration of National Women's Month (RAGE Parade)** | HRDD | Breakfast,AM Snacks, Lunch, PM Snacks | 15 | March 5,2027 | | 15 | 15 | 15 | 15 | |
| 6 | **Celebration of National Women's Month** | HRDD | AM Snacks, Lunch, PM Snacks | 30 | March 9,2027 | | | 30 | 30 | 30 | |
| 7 | **DepEd Regional Office I PRIME ESG (Excellence Embedded System Governance) (Preparatory Activities)** | HRDD | AM Snacks, Lunch, PM Snacks | 40 | March 23,2027 | | | 40 | 40 | 40 | |
| | | | | 40 | June 10,2027 | | | 40 | 40 | 40 | |
| | | | | 40 | September 2, 2027 | | | 40 | 40 | 40 | |
| | | | | 40 | October 14, 2027 | | | 40 | 40 | 40 | |
| | | | | 40 | November 4,2027 | | | 40 | 40 | 40 | |
| 8 | **2027 Office Performance Review and Evaluation for Regional Office I Proper** | HRDD | AM Snacks, Lunch, PM Snacks | 15 | July 21,2027 | July 22,2027 | | 30 | 30 | 30 | |
| | | | | 15 | November 17,2027 | November 18,2027 | | 30 | 30 | 30 | |
| 9 | **2027 Office Performance Review and Evaluation for SDO Top Management** | HRDD | AM Snacks, Lunch, PM Snacks | 30 | July 28,2027 | | | 30 | 30 | 30 | |
| | | | Breakfast,AM Snacks, Lunch, PM Snacks | 30 | July 29,2027 | | 30 | 30 | 30 | 30 | |
| | | | AM Snacks, Lunch, PM Snacks | 30 | November 24,2027 | | | 30 | 30 | 30 | |
| | | | Breakfast,AM Snacks, Lunch, PM Snacks | 30 | November 25,2027 | | 30 | 30 | 30 | 30 | |

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| 10 | **Gawad Camilo Osias Evaluation Meeting** | HRDD | AM Snacks, Lunch, PM Snacks | 12 | August 5,2027 | | | 12 | 12 | 12 | |
| 12 | **Search for Gawad Silang Paper Evaluation** | HRDD | AM Snack, Lunch,PM Snacks | 10 | September 6,2027 | September 10,2027 | | 50 | 50 | 50 | |
| 13 | **Gawad Juan Luna Nomination** | HRDD | AM Snacks | 13 | October 14,2027 | | | 13 | | | |
| 14 | **Gawad Luna Paper Evaluation** | HRDD | Breakfast,AM Snacks, Lunch, PM Snacks (2 days) | 10 | November 8,2027 | November 9,2027 | 20 | 20 | 20 | 20 | |
| 15 | **Gawad Gregorio Paper Evaluation** | HRDD | Breakfast,AM Snacks, Lunch, PM Snacks (1 day) | 10 | November 10,2027 | | 10 | 10 | 10 | 10 | |
| 16 | **Athletic Meet to Get Fit for ROI Personnel - Year 4** | HRDD | AM Snacks, Lunch | 100 | November 25,2027 | | | 100 | 100 | | |
| 17 | **RaiseYourVoice: Vow to end VAW** | HRDD | AM Snacks, Lunch | 70 | November 25,2027 | | | 70 | 70 | | |
| 18 | **DepEd Regional Office I PRIME ESG (Excellence Embedded System Governance) Certification** | HRDD | AM Snack, Lunch,PM Snacks | 60 | December 16,2027 | | | 60 | 60 | 60 | |
| 19 | **Search for the Best School and SDs Implementers of the Waste Management and KaliGuardian** | CLMD | AM Snack, Lunch,PM Snacks | 20 | Feb-27 | | | 20 | 20 | 20 | |
| 20 | **Management Review (1st,3rd and 4th Quarter)** | QAD | AM Snack, Lunch,PM Snacks | 26 | Apr-27 | | | 26 | 26 | 26 | |
| | | | | 26 | Oct. 2027 | | | 26 | 26 | 26 | |

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| | | | | 26 | November 1, 2027 | | | 26 | 26 | 26 | |
| 21 | **Risk Management Team Quarterly Meeting** | PPRD | AM Snack, Lunch,PM Snacks | 27 | March 19,2027 | | | 27 | 27 | 27 | |
| | | | AM Snack, Lunch,PM Snacks | 27 | June 24,2027 | | | 27 | 27 | 27 | |
| | | | AM Snack, Lunch,PM Snacks | 27 | September 23,2027 | | | 27 | 27 | 27 | |
| | | | AM Snack, Lunch,PM Snacks | 27 | October 28,2027 | | | 27 | 27 | 27 | |
| 22 | **PRDC Meeting I Policy Assessment and Review (for ROI and SDOs)** | PPRD | AM Snack, Lunch,PM Snacks | 25 | May 20,2027 | | | 25 | 25 | 25 | |
| 23 | **PRDC Meeting 2:Prsentation of Pilicy Briefs (For ROI and SDOs)** | PPRD | AM Snack, Lunch,PM Snacks | 25 | September 16,2027 | | | 25 | 25 | 25 | |
| 24 | **Conduct of Regional Essay Writing Contest for Secondary Students** | PPRD | AM Snack, Lunch,PM Snacks | 25 | October 20,2027 | tentative date | | 25 | 25 | 25 | |
| 25 | **PROPOSAL Defense or 2028 BERF Funding** | PPRD | AM Snack, Lunch,PM Snacks | 25 | September 13,2027 | September 17,2027 | | 125 | 125 | 125 | |
| 26 | **Ist Quarter TA Coordination Meeting** | FTAD | AM Snack, Lunch,PM Snacks | 18 | March 10,2027 | | | 18 | 18 | 18 | |
| | **2nd Quarter TA Coordination Meeting** | | AM Snack, Lunch,PM Snacks | 18 | June 16,2027 | | | 18 | 18 | 18 | |
| | **3rd Quarter TA Coordination Meeting** | | AM Snack, Lunch,PM Snacks | 18 | September 22,2027 | | | 18 | 18 | 18 | |
| | **4th Quarter TA Coordination Meeting** | | AM Snack, Lunch,PM Snacks | 18 | November 17,2027 | | | 18 | 18 | 18 | |

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| 27 | **1st Quarter Coordination Meeting with Knowledge Management Team** | FTAD | AM Snack, Lunch,PM Snacks | 25 | February 10,2027 | | | 25 | 25 | 25 | |
| | **2nd Quarter Coordination Meeting with Knowledge Management Team** | | AM Snack, Lunch,PM Snacks | 25 | April 14,2027 | | | 25 | 25 | 25 | |
| | **3rd Quarter Coordination Meeting with Knowledge Management Team** | | AM Snack, Lunch,PM Snacks | 25 | July 14,2027 | | | 25 | 25 | 25 | |
| | **4th Quarter Coordination Meeting with Knowledge Management Team** | | AM Snack, Lunch,PM Snacks | 25 | November 10,2027 | | | 25 | 25 | 25 | |
| 28 | **1st Quarter SBM/SGC Coordination Meeting** | FTAD | AM Snack, Lunch,PM Snacks | 35 | February 26,2027 | | | 35 | 35 | 35 | |
| | **2nd Quarter SBM/SGC Coordination Meeting** | | AM Snack, Lunch,PM Snacks | 35 | May 19,2027 | | | 35 | 35 | 35 | |
| | **3rd Quarter SBM/SGC Coordination Meeting** | | AM Snack, Lunch,PM Snacks | 35 | September 15,2027 | | | 35 | 35 | 35 | |
| | **4th Quarter SBM/SGC Coordination Meeting** | | AM Snack, Lunch,PM Snacks | 35 | November 4,2027 | | | 35 | 35 | 35 | |
| 29 | **1st Quarter R1TEAC Coordination Meeting** | FTAD | AM Snack, Lunch,PM Snacks | 30 | February 17,2027 | | | 30 | 30 | 30 | |
| | **2nd Quarter R1TEAC Coordination Meeting** | | AM Snack, Lunch,PM Snacks | 30 | May 12,2027 | | | 30 | 30 | 30 | |
| | **3rd Quarter R1TEAC Coordination Meeting** | | AM Snack, Lunch,PM Snacks | 30 | August 12,2027 | | | 30 | 30 | 30 | |
| | **4h Quarter R1TEAC Coordination Meeting** | | AM Snack, Lunch,PM Snacks | 30 | November 26,2027 | | | 30 | 30 | 30 | |

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| 30 | **Quality Workplace 1st Quarterly Meeting** | ESSD | AM Snacks | 27 | March ,2027 | | | 27 | | | |
| | **Quality Workplace 2nd Quarterly Meeting** | | AM Snacks | 27 | June ,2027 | | | 27 | | | |
| | **Quality Workplace 3rd Quarterly Meeting** | | AM Snacks | 27 | September ,2027 | | | 27 | | | |
| | **Quality Workplace 4th Quarterly Meeting** | | AM Snacks | 27 | November ,2027 | | | 27 | | | |
| 31 | **Search for the Best Quality Workplace Implementer** | ESSD | AM Snack, Lunch,PM Snacks | 10 | Dec-27 | | | 10 | 10 | 10 | |
| 32 | **COA Exit Conference** | FD | Snack | 29 | February 15,2026 | | | 29 | | | |
| 33 | **COA Entrance Conference** | FD | Snack | 29 | June 15,2026 | | | 29 | | | |
| 34 | **REXECOM Meeting** | ORD-PAU | Am,Snacks, Lunch, PM snacks | 31 | February 8, 2027 | | | 31 | 31 | 31 | |
| | | | | 31 | March 8,2027 | | | 31 | 31 | 31 | |
| | | | | 31 | April 6,027 | | | 31 | 31 | 31 | |
| | | | | 31 | May 3,2027 | | | 31 | 31 | 31 | |
| | | | | 31 | June 14,2027 | | | 31 | 31 | 31 | |

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| | | | | 31 | July 5,2027 | | | 31 | 31 | 31 | |
| | | | | 31 | August 2,2027 | | | 31 | 31 | 31 | |
| | | | | 31 | September 6,2027 | | | 31 | 31 | 31 | |
| | | | | 31 | ocotber 2027 | | | 31 | 31 | 31 | |
| | | | | 31 | November 8,2027 | | | 31 | 31 | 31 | |
| | | | | 31 | December 6,2027 | | | 31 | 31 | 31 | |
| 35 | **Meeting of CSM Focal Pesron** | ORD-PAU | AM Snack, Lunch,PM Snacks | 20 | February 25,207 | | | 20 | 20 | 20 | |
| | | | AM Snack, Lunch,PM Snacks | 20 | October 31,2027 | | | 20 | 20 | 20 | |
| 36 | **Oplan Balik Eskwela with Media nd Education Internal and External Stakeholders (PNP,BFP,LTO,LGUs & NGOs** | ORD-PAU | AM Snacks, Lunch | 30 | June 1,2027 | | | 30 | 30 | | |
| 37 | **Meeting of Website Technical Working Group** | ORD-PAU | AM Snack, Lunch,PM Snacks | 15 | March 11,2027 | | | 15 | 15 | 15 | |

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| 38 | **Oplan Balik Eskwela Command Center** | ORD-PAU | AM Snack, Lunch,PM Snacks (5 days only) | 10 | May 31,2027 | June 4,2027 | | 50 | 50 | 50 | |
| 39 | **ORD Mid-Year PIRPA Planning** | ORD-PAU | AM Snack, Lunch,PM Snacks | 20 | July 13,2027 | | | 20 | 20 | 20 | |
| 40 | **Semestral Meeting with Education Stakeholders and Partners** | ORD-PAU | AM Snack, Lunch,PM Snacks (2 Days) | 20 | Two days | | | 40 | 40 | 40 | |
| 41 | **EDUAksyon sa DepED Rehiyon Uno** | **ORD-PAU** | **Am,Snacks, Lunch** | 10 | February, 2027 | | | 10 | 10 | | |
| | | | | 10 | March ,2027 | | | 10 | 10 | | |
| | | | | 10 | April , 2027 | | | 10 | 10 | | |
| | | | | 10 | May ,2027 | | | 10 | 10 | | |
| | | | | 10 | June ,2027 | | | 10 | 10 | | |
| | | | | 10 | July ,2027 | | | 10 | 10 | | |
| | | | | 10 | August ,2027 | | | 10 | 10 | | |
| | | | | 10 | September 6,2027 | | | 10 | 10 | | |
| | | | | 10 | October, 2027 | | | 10 | 10 | | |
| | | | | 10 | November ,2027 | | | 10 | 10 | | |

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| | | | | 10 | December ,2027 | | | 10 | 10 | | |
| 42 | Press Confrerence | ORD-PAU | AM Snacks, Lunch | 16 | February 2027 | | | 16 | 16 | | |
| | | | | 16 | April 1, 2027 | | | 16 | 16 | | |
| | | | | 16 | June 1, 2027 | | | 16 | 16 | | |
| | | | | 16 | Dec-27 | | | 16 | 16 | | |
| 43 | BAC Meetings | BAC | Am,Snacks, Lunch | 20 | February ,2027 | | | 40 | 40 | | |
| | | | | 20 | March,2027 | | | 40 | 40 | | |
| | | | | 20 | April ,2027 | | | 40 | 40 | | |
| | | | | 20 | May ,2027 | | | 40 | 40 | | |
| | | | | 20 | June ,2027 | | | 40 | 40 | | |
| | | | | 20 | July ,2027 | | | 40 | 40 | | |
| | | | | 20 | August ,2027 | | | 40 | 40 | | |
| | | | | 20 | September ,2027 | | | 40 | 40 | | |
| | | | | 20 | October ,2027 | | | 40 | 40 | | |
| | | | | 20 | November ,2027 | | | 40 | 40 | | |
| | | | | 20 | December 2027 | | | 40 | 40 | | |
| 44 | Annual Physical Inventory FY 2027 | AD-AMS | AM Sacks,Lunch | 10 | September 1,2,7,9,14,15,16,21 ,22,23,27,28 & 30,2027 | October 5,6,11,12,14,1 8, 26,27,& 28,2027 | | 220 | 220 | | |
| 45 | HRMPSB Meeting | ADMIN-Personnel | AM Snacks, Lunch & PM Snacks | 13 | March 11,2027 | | | 13 | 13 | 13 | |
| | | | | 13 | June 10,2027 | | | 13 | 13 | 13 | |
| | | | | 13 | September 9,2027 | | | 13 | 13 | 13 | |
| | | | | 13 | November 11,2027 | | | 13 | 13 | 13 | |
| | | | | 13 | December 2,2027 | | | 13 | 13 | 13 | |
| 46 | Consolidation and Finalization of Indicative APP | Admin Procurement | AM Snacks (Day 1) | 7 | August 2027 | | | 7 | | | |
| | | | AM Snacks (Day 2) | 11 | August 2027 | | | 11 | 7 | 13 | |
| | | | Lunch (day 2) | 7 | August 2027 | | | | | | |

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| | | | **PM Snacks (day 2)** | 13 | August 2027 | | | | | | |
| | | | **AM Snacks,Lunch,PM Snacks (day 3)** | 11 | August 2027 | | | 11 | 11 | 11 | |
| 47 | **Coordination Meeting on Administrative Division Concerns** | **Admin** | **AM Snacks,Lunch,PM Snacks** | 45 | November 12,2027 | | | 45 | 45 | 45 | |

**SUMMARY OF MEALS AND SNACKS TO BE SERVED**

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| **Breakfast** | **105** |
| **AM Snacks** | **3688** |
| **Lunch** | **3228** |
| **PM Snacks** | **2200** |

Prepared by:

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End-user