

### Republic of the Philippines **DEPARTMENT OF EDUCATION**

### Region XI

### CITY SCHOOLS DIVISION OF DIGOS CITY

Digos City

Office of the City Schools Division Superintendent Tel. No. (082) 553-8375; 553-8376; 553-8396

Memorandum # 017 3. 2016

TO

Public School District Supervisors

Elementary and Secondary School Heads

ene

**FROM** 

DEE D. SILVA, DPA, CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

**SUBJECT** 

PPMP and APP Templates to Use

DATE

January 8, 2016

School heads are hereby directed to make use of the attached templates for the preparation of Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) starting Calendar Year 2016. The signatories reflected in the said templates should consistently be followed.

For everybody's guidance and compliance.





## Republic of the Philippines **DEPARTMENT OF EDUCATION**



Region XI

SCHOOL

### PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2016

Account	General Description	Unit	QTY	Estimated	Estimated	SCHEDULE/MILESTONE OF ACTIVITIES						
Code	General Description			Cost/Unit	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			
					25				i i			
*												
									V			
			N 0									
	,											
								-				
,				-		7						
Prepared:		Approved:				Reviewed/Noted:						
Pro	operty Custodian		School P	rincipal		PSDS School-Adoptor						



# Republic of the Philippines **DEPARTMENT OF EDUCATION**



Region XI

\_\_\_\_ SCHOOL

### ANNUAL PROCUREMENT PLAN (APP)

CY 2016

- 2	Porgram/Activity/ Project		Mada of		Schedule for Each Procurement										Source	Estimate	d Budget	Damanta / Anti-ity / Disc
Code		End User	Mode of Procure- ment	Pre-Proc Confer- ence	Ads/ Posting of ITB	Pre-Bid Conferenc e	Sub/ Open- ing of Bids	Bid Evaluat- ion	Post- Quali- fication	Notice of Award	Con- tract Signing	Notice to Pro- ceed	Delivery/C om- pletion	Accepta nce Turn- Over	of Funds	MOOE	INSET/ IPED/ DCP/etc.	Remarks/Activity (Brief Description of Program/Project)
				-														
				<u> </u>	<u> </u>													
				ļ	<b> </b>													
			-															
				<b>_</b>	<b> </b>						-							
***************************************					ļ													
			ļ	<u> </u>	<b> </b>	1 .				<u> </u>		-						
			-			ļ	-											
				<u> </u>	<del> </del>	<b>_</b>		<u> </u>		<b></b>	ļ	<u> </u>						
GRAND TO	I TAI		1	<u></u>					L	<u> </u>		L	L	L	L			
	TH 10% ADDITIONAL PROVIS	ON FOR INF	ELATION	······································											***************************************			
APPROVED			DATION															
Prepared: Funds Av		unds Availa	bility:		Recommending Approval:							Approved:						
NORELIZA A. MISAL School BAC Secretariat Accountant II					School Head							<b>DEE D. SILVA, DPA, CESO VI</b> Assistant Schools Division Suprintendent Officer-In-Charge						