



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM

No. 719, s.2016

TO : Division EPS and PSDS assigned as SIP, AIP, APP and PPMP Checkers
PSDS- Focal Persons
All Public Elementary School Principals/Head Teachers/SICs
All Public Secondary School Principals
OICs of Secondary Annexes and Extension Classes
Principal of Digos City Senior High School Stand Alone

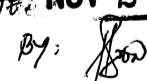
FROM : 
DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

SUBJECT : Agreements Made during the SIP Review-Workshop and APP/PPMP
Orientation

DATE : November 23, 2016

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1. Attached is the copy of the agreements made during the One-Day Review-Workshop on Enhanced SIP Preparation held at My Place Function Hall, Digos City on November 14, 2016 and during the APP/PPMP Orientation conducted by the Division Accounting Section at the Division Conference Room on November 22, 2016.
 2. To ensure that all schools shall have the same format, templates for AIP, PPMP and APP are likewise attached herewith.
 3. The Regional Office has recently sent a Quality Assurance Tool that the Central and Regional Offices may use in monitoring the SIP. To prepare the school heads for the said monitoring as well as to align our monitoring scheme with the higher authorities, it is advised that the checkers shall use same tool in checking the SIP. School heads are also expected to conduct school-based SIP checking and monitoring so as to ensure completeness of needed data and attachments. Soft copy of the said tool can be accessed in the Resources (Downloads) of DepEd Digos City website.
 4. For information and guidance.

DepEd Schools Division of Digo:

RELEASED
11008
DATE: NOV 23 2016 TIME: 12:38AM
BY: 

Agreements on the Preparation of SIP, AIP, APP and PPMP

- Deadline for submission of APP and PPMP for Year 2017 and AIP for SY 2017-2018 is December 20, 2016
 - The basis for the entries in the APP and PPMP for January 2017 to April 2017 is the AIP for SY 2016-2017
 - The basis for the entries in the APP and PPMP for May 2017 to December 2017 is the AIP for SY 2017-2018
 - All Sources of Funds (MOOE, Canteen, IGP, LGU) shall be reflected in the AIP with the corresponding expenditures per source. Summation of MOOE budget in the column for MOOE shall correspond to the annual MOOE allocation of the school.
 - Only those items that are to be canvassed shall be reflected in the APP and PPMP
 - Whenever the APP and PPMP need to be revised, the School Head shall attach an explanation/justification indicating thereat the reason of revision and the item/s that is/are included and excluded.
- AIP for SY 2017-2018 shall cover the months of May 2017 to April 2018.
- Checkers shall ensure that items (quantity and units) indicated in the APP and PPMP are aligned with the activities in the AIP.
- Signatories in the AIP and SIP are as follows:
 - Prepared by all members of the School Planning Team including the School Head as the Team Leader
 - Reviewed by the checker
 - Approved by the Schools Division Superintendent
- Signatories in the PPMP:
 - Prepared by the School BAC Chairman
 - Approved by the Principal being the Head of Procuring Entity (HOPE)
- Signatories in the APP:
 - Prepared by the School BAC Chairman
 - Funds Available shall be signified by the Principal
 - Reviewed by the Checker
 - Approved by the Schools Division Superintendent


EVANGELINE A. HERNAN
EPS- Division SBM Coordinator


EMMANUEL P. HUGO
Chief-SGOD

(Name of Agency) Annual Procurement Plan for FY _____

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity			Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award		Contract Signing	Total	MOOE	

DEFINITION

- 1. PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- 2. PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- 3. PMO/End User** - Unit as proponent of program or project
- 4. Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- 5. Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
- 6. Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- 7. Estimated Budget** - Agency approved estimate of project/program costs
- 8. Remarks** - brief description of program or project

Remarks
Programs and projects should be alligned with budget documents, and especially those posted at the PhilCeeps.

Breakdown into mooe and co for tracking purposes; alligned with budget documents

Any remark that will help GPPB track programs and projects

Prepared by: _____ Funds Available: _____ Reviewed by: _____ Approved: _____

School BAC Chairman _____ Principal _____ EPS- Checker _____ DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

