

### 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. STEVA, DPA, CESO VLLY Schools Division Superintendent

**SUBJECT** 

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

Orientation

DATE

November 23, 2016

- 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.
- 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.

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### 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

## **ANNUAL IMPLEMENTATION PLAN**

SCHOOL YEAR

Indicated for every activity are the schedule and venue, budget, and the person(s) responsible. Instruction: List down the activities that are required in each school year to implement the school improvement projects.

	SCHOOL IMPROVEMENT PROJECT TITLE		
	PROJECT OBJECTIVE		
	OUTPUT FOR THE YEAR		
	ACTIVITIES		
	PERSON(S) RESPONSIBLE		
	SCHEDULE/		
	BUDGET PER ACTIVITY		
	MOOF		
	BUDGET SOURCE		
	SOURCE		
	- E		

NOTE: You may add rows when necessary

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Prepared by:

(Names, Designation and Signatures of the School Planning Team including the School Head)

Reviewed by:

**EPS- Checker** 

Approved:

DEE D. SILVA, DPA, CESO VI

**Schools Division Superintendent** 

## (Name of Agency) Annual Procurement Plan for FY \_\_\_\_

1 2	Code
	Procurement Program/Project
Elia-Osei	
	Mode of Procurement
Ads/Post of IB/REI	
Sub/Open of Bids	Schedule for Ea
Notice of Award	Schedule for Each Procurement Activity
Contract Signing	
Funas	Source of
Total MOOE CO	Estimated Budget (PhP)
(priet description of Programmingless)	Remarks

## 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 line functions.

Programs and projects should be alligned with budget documents, and especially

Remarks

those posted at the PhilGeps.

- 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.
- 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

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

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Any remark that will help GPPB track programs and projects

Prepared by:

Funds Available:

Reviewed by:

Approved:

DEE D. SILVA, DPA, CESO VI

Schools Division Superintendent

School BAC Chairman

Principal

EPS- Checker

# GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: xxx Division

Charged to GAA

Projects, Programs and Activities (PAPs)

		NOTE:	TOTAL ES	+ 10% C	+ 10% P	TOTAL BUDGET:				CODE	
SCHOOL BAC CHAIRMAN	Prepared By:	Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP	TOTAL ESTIMATED BUDGET:	+ 10% Contingency	+ 10% Provision for Inflation	JDGET:				GENERAL DESCRIPTION	
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Principal Head of Procuring Entity									1	Sent	is
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