



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026-007

To : Assistant Schools Division Superintendent
Chiefs, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Unit Heads / End-users
Implementing Units / Program Holders
Bids and Awards Committee
All Others Concerned

Subject : **SUBMISSION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND ANNUAL PROCUREMENT PLAN (APP) FOR FISCAL YEAR 2026**

Date : January 9, 2026

1. In accordance with Section 7 of Republic Act 12009, also known as the *New Government Procurement Act (NGPA)*, no government procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP) or indicative APP for the Procuring Entity.
2. Relative to this, unit heads / implementing units / end-users / program holders are hereby directed to accomplish the **Procurement Management Plan (PPMP) on or before January 16, 2026**. The PPMP shall serve as the basis for the consolidation of **Annual Procurement Plan Non-Common-Use Supplies and Equipment (APP Non-CSE)** for FY 2026 to be submitted on or before January 26, 2026.
3. Refer to the Budget Unit for information regarding the budget allocations assigned to each program, activity, or project.
4. To ensure proper strategic procurement planning, the Procuring Entity, through the End-user or Implementing Units, shall conduct **market scoping** as a preliminary undertaking in preparing the PPMP, which covers the proper cost estimation, project design and specifications, technical and selection criteria, delivery lead time, storage or warehousing requirements and other relevant market information.

Kindly refer to the timeline below.

Activity	Description	Person/Office Involved	Date/Timeline
Conduct of Market Scoping	Identification of available suppliers, prevailing market	End-User, Program Holders, Implementing Units	January 13, 2026





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	prices, and product specifications		
Drafting of PPMP	Preparation of the PPMP based on identified needs and market data	End-User, Program Holders, Implementing Units	January 14, 2026
Submission of PPMP	Official submission of the accomplished PPMP to Procurement Unit	End-User, Program Holders, Implementing Units	January 16, 2026
Validation of PPMP	Review and validation of PPMP for completeness, compliance, and budget alignment	Bids and Awards Committee (BAC), BAC Secretariat, BAC TWG, Procurement Unit	January 19, 2026
Approval of PPMP	Endorsement and approval of the validated PPMP	Head of Procuring Entity (HoPE)	January 22, 2026
Approval of the Annual Procurement Plan (APP)	Endorsement and approval of the APP	HoPE	January 26, 2026
Submission of APP	Online submission to GPPB	HoPE/Procurement Unit	January 27, 2026

5. No programs, activities, and projects shall be requested if the same is not included in the consolidated and approved Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP).
6. Further, this office reminds all concerned that the submission of the APP Non-CSE is one of the accountabilities stated in the Guidelines on the Grand of the Performance Based Bonus (PBB) and non-compliance on the said submission will render the entire office ineligible.
7. For further details, questions and clarifications you refer to the Procurement Unit.
8. Immediate dissemination of this Memorandum is desired.

as per
MELANIE V. ESTACIO, Ph.D., CESO VI
DepEd Schools Division of Digos City Schools Division Superintendent

RECORDED DATE: 12 JAN 2024 TIME: 4:57 PM
BY: *[Signature]*

