



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

November 13, 2025

Division Memorandum  
No. 740 s. 2025

**USE OF STANDARD FORMS IN PROCUREMENT DOCUMENTS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Program Owners  
Bids and Awards Committee/TWG/Secretariat  
All other concerned

1. In adherence to the provisions of the New Government Procurement Act (NGPA) or RA 12009 and its Implementing Rules and Regulations (IRR), and to strengthen compliance with procurement policies as well as to ensure uniformity in the preparation of procurement documents, all end-users and program owners are hereby informed of the following:

**A. New Government Procurement Act (NGPA) Standard Strategic Planning Form (Market Scoping Form)**

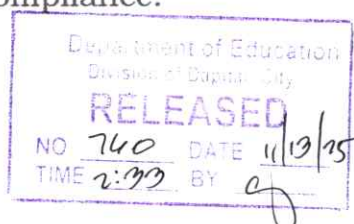
- All Purchase Requests (PRs) must be accompanied by the Market Scoping Form, which is the NGPA Standard Strategic Planning Form.
- The form shall serve as supporting documentation to establish cost reasonableness and compliance with procurement requirements.
- Items in the PR must be clearly and completely detailed, including description, specifications, quantity, unit of measure, and other pertinent details.
- All PRs must be prepared and submitted through **Supply Operation System (SOS)**.

**B. New Standard PPMP Template**

- A new standard Project Procurement Management Plan (PPMP) template shall be used effective immediately.
- This template shall be the sole acceptable format for the preparation and submission of PPMPs. Previous forms or formats will no longer be accepted.
- Please refer to the attached links for the downloadable forms/templates. (<https://tinyurl.com/PPMP-MSF-template>)

2. All concerned are directed to strictly observe these requirements to avoid delays in processing and to ensure transparency, accountability, and efficiency in procurement-related transactions.

3. For strict compliance.



**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent



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