



Republic of the Philippines
Department of Education

REGION IX, ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

October 13, 2023

Division Memorandum

No. 507 s. 2023

**SUBMISSION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR
YEAR 2024**

TO: ALL DIVISION OFFICE PERSONNEL

In accordance with Rule II Section 7.2 of the Implementing Rules and Regulations of Republic Act No. 9184 (Government Procurement Reform Act) **no procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (app).** You are hereby directed to adhere to the following procedures.

1. End-user should submit to the Budget Officer their respective Project Procurement Management Plan (PPMP) for their different Programs, Activities and Projects (PAPs) for the year 2024 on or before October 19, 2023 using the prescribed format/template (used for the year 2023). For this purpose the PPMP shall include supplies, services, production of materials, equipment, etc.
2. The submitted PPMPs shall then be evaluated by the Budget Officer and, if warranted, include it in the SDO Dapitan City's Budget proposal for approval by the Schools Division Superintendent.
3. After the budget proposal, the Budget Officer shall furnish a copy of the SDO Dapitan City's budget proposal as well as the corresponding PPMPs to Bids and Awards Committee (BAC) Secretariat for review and consolidation into the proposed APP for approval by the Schools Division Superintendent from which the BAC shall undertake procurement in accordance with IRR of RA 9184.
4. BAC Secretariat should furnish copy of approved PPMP and APP to the Officer of the Administrative Supply Unit for submission to Government Procurement Policy Board on or before October 23, 2023.

In addition, since RA 9184 provides the latest allowable time to complete the bidding process for the procurement of goods, infrastructure projects and consulting services, please be reminded that requests for bidding should be submitted to the BAC through Secretariat at least forty-five (45) calendar days prior to project implementation.



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The following are the annual budget ceiling on Office Common-Use Supplies only for the corresponding offices/sections/units/personnel.

a. Schools Division Superintendent's Office	P25,000.00
b. Assistant Schools Division Superintendent's Office	P20,000.00
c. Curriculum Implementation Division	P30,000.00
d. School Governance and Operations Division	P30,000.00
e. Administrative Officer V	P10,000.00
f. Accounting Office	P20,000.00
g. Budget Office	P20,000.00
h. Cash Section	P10,000.00
i. Supply Office	P10,000.00
j. Personnel Office	P30,000.00
k. Records Section	P10,000.00
l. General Services Office	P15,000.00
m. Information Technology Officer	P10,000.00

For the information and compliance of all concerned.

DANNY B. CORDOVA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

