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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 52, s.2025

**SUBMISSION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
FOR FISCAL YEAR 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Section and Unit Heads
All Others Concerned

1. In accordance with Article II Section 7 of Republic Act (RA) No. 12009 also known as the New Government Procurement Act, **no government procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP) or Indicative APP of the Procuring Entity.**
2. Anent to this, all Functional Divisions/Sections/Units are hereby directed to submit to the Bids and Awards Committee (BAC) through the Head of the BAC Secretariat, and copy furnished the Supply Office, their respective Project Procurement Management Plans (PPMPs) for Common-Use Supplies and Equipment (CSE) for Fiscal Year 2026 on or before **July 25, 2025, at 5:00 PM** using the prescribed template.
3. Moreover, it is important to note that the use of brand names is prohibited by the RA 12009, except for items or parts that are compatible with the existing fleet or equipment of the same make or brand and will maintain the performance functionality and useful life of the equipment. Specifications for the procurement of goods shall be based on relevant characteristics and/or performance requirements. Hence, a generic description of the product or service must be used.
4. Attached is the template of the Project Procurement Management Plan. The editable file can be downloaded at <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>
5. For information and compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent



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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. ____

☐ INDICATIVE

☐ FINAL

Fiscal Year : 2026

End-User or Implementing Unit: _____

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		ATTACHED SUPPORTING DOCUMENTS	REMARKS
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (whether Goods, Infrastructure and Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference, if applicable (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/ Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
TOTAL BUDGET:											

Prepared by:

Signature over Printed Name
Position/Designation

Date : _____

Recommending Approval:

ANNIE D. PAGDILAO, EdD, CESO VI
Assistant Schools Division Superintendent

Signature over Printed Name
Position/Designation

Date : _____

Approved by:

VILMA D. EDA, CESO V
Schools Division Superintendent

Signature over Printed Name
Position/Designation

Date : _____