



Republic of the Philippines

Department of Education

Region V – Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



MEMORANDUM

10526002

To: Assistant Schools Division Superintendents
Chief Education Supervisors (CID & SGOD)
All SDO Unit/Section Heads
Program Management Owners/End Users
All Others Concerned

From: **NYMPHA D. GUEMO**
Schools Division Superintendent

Subject: **SUBMISSION OF FINAL PROJECT PROCUREMENT
MANAGEMENT PLAN (PPMP) FOR CY 2026**

Date: January 5, 2026

1. In view of the submission of the FINAL Annual Procurement Plan (Final APP) to the Department of Budget and Management (DBM), the Government Procurement Policy Board (GPPB) and other oversight bodies before the end of January 2026, **all unit/section heads, program management owners (PMOs) and end-users** of the Schools Division Office of Ligao City should submit their respective Final Project Procurement Management Plan (PPMP) **on or before January 15, 2026**.
2. The hard copy of the PPMP shall initially be submitted to the Budget Office for evaluation, *Attention:* Mrs. Shiela T. Malabanan, AO V (Budget). The same shall be returned to the program management owner/end user for revisions (if any) and finalization and to be signed by the concerned End User/Program Owner/Section/Unit Head and chief of the functional divisions/units.
3. The soft and hard copy of the approved PPMP shall be submitted to the Bids and Awards Committee (BAC) for consolidation to Final Annual Procurement Plan (Final APP) for CY 2026 and for approval by the Schools Division Superintendent (SDS) as Head of the Procuring Entity (HOPE).



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4. The supply unit shall assist the Procurement Unit in consolidating the PPMPs especially the APP-CSE and Non-CSE, *Attention: Evangeline N. Bobis, AO IV (Supply)*.
5. All PMOs and end users are reminded that **all** PPAs with procurement activities planned for CY 2026 should be in the PPMP as **required support** to budget proposals and to all procurements including the Common-Use Supplies and Equipment (CSE) and Non-CSE per RA 12009 or the New Government Procurement Act.
6. While procurements that were not included in the approved Final PPMP may still be procured by submitting Updated PPMP, it is an indication of poor planning and thereby strongly discouraged.
7. The schedules of procurement activities indicated in the PPMP should be strategically planned and the approved procurement timelines must be considered when submitting procurement proposals especially for procurement modalities that require longer procurement period.
8. The review and updating of the PPMPs shall be done regularly at least once every six (6) months or as often as necessary by the PMOs and end-user units. Updated PPMPs shall be submitted to the BAC Secretariat to update the APP.
9. For the information, guidance and strict compliance of all concerned.



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