DEPARTMENT OF EDUCATION
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LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY
Office of the Schools Division Superintendent

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
BY:
DATE: 1-9-26
TIME:
LIGAO CITY DIVISION, LIGAO CITY

MEMORANDUM 10926024

TO : **Assistant Schools Division Superintendent**
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors (PSDS)
All Elementary and Secondary School Heads (Non-IUs)
All Others Concerned

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

SUBJECT : **SUBMISSION OF CY 2026 FINAL PPMP, APP AND AIP**

DATE : **January 9, 2025**

In accordance with Section 7.8 of RA 12009 or the New Government Procurement Act, "*No government procurement shall be undertaken unless it is in accordance with the approved Indicative APP or final APP of the Procuring Entity*", **all non-implementing unit schools** are hereby directed to submit the following required planning and procurement documents for Calendar Year (CY) 2026, to wit:

1. **Final Project Procurement Management Plan (PPMP) for CY 2026**
   - The PPMP shall strictly follow the prescribed templates and standard forms under RA 12009 and its IRR.
   - Each PPMP must have attached duly accomplished Market Scoping Forms, together with other relevant supporting documents (e.g., price quotations, market analysis, technical specifications, and other references used as basis for cost estimates), in accordance with procurement planning requirements.
2. **Annual Procurement Plan (APP) for CY 2026**,
   - The APP shall be consolidated from the approved PPMP and prepared likewise using the standard APP format prescribed under RA 12009.
3. **CY 2026 Annual Implementation Plan (AIP)**
   - The AIP must be aligned with the approved School Improvement Plan (SIP) and reflect the priority programs, projects, and activities (PPAs) of the school for CY 2026.

The submission of the Final PPMP and APP is a mandatory requirement for procurement planning and shall serve as the basis for the lawful and timely conduct of procurement activities for CY 2026.

Further, all School Heads are reminded that the submission and approval of the PPMP and APP are prerequisites for the downloading and release of the school's Maintenance and Other Operating Expenses (MOOE). Non-submission or submission of incomplete documents shall result in the

delay of MOOE downloading, consistent with existing budgeting, accounting, and auditing rules and regulations.

The complete and duly signed APP, PPMP and AIP for CY 2026 shall be submitted to the SDO Accounting Unit on or before January 30, 2026.

Attached to this memo is the unnumbered memorandum issued on the Standard Forms prescribed under the New Government Procurement Act for your reference.

For information, guidance and strict compliance.

DEPARTMENT OF EDUCATION
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DATE: 12/1/2025
TIME: 5:20 pm
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DEPARTMENT OF EDUCATION
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BY:
DATE: 12/1/2025
TIME: 5:22pm
LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

MEMORANDUM 120125680

TO : **Assistant Schools Division Superintendent**
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors (PSDS)
Elementary and Secondary School Heads
All Others Concerned

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

SUBJECT : **STANDARD FORMS PRESCRIBED UNDER THE NEW GOVERNMENT PROCUREMENT ACT**

DATE : **December 1, 2025**

This Office informs the field of the prescribed **standard forms** issued in line with the implementation of the RA 12009 or the **New Government Procurement Act** and its revised implementing rules and regulations.

These forms shall be adopted and used in the procurement-related activities at the schools and division levels should they opt to apply the provisions of the New Government Procurement Act in the procurement activities during the remaining days of December 2025 and during the transition period.

The complete set of forms is attached to this memo and is accessible through: https://bit.ly/3M1M5ub or scan this QR Code:

For guidance and strict compliance.