



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City
City Hall Compound, Dagupan Centro, Tabuk City, Kalinga

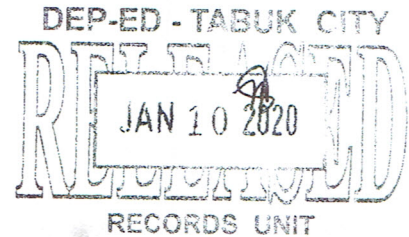


DIVISION MEMORANDUM

NO. 10, S. 2020

January 7, 2020

To: ALL ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL TEACHING AND NON-TEACHING FIELD PERSONNEL
FINANCE AND BUDGET SECTIONS PERSONNEL



From: IRENE S. ANGWAY
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

Date: January 07, 2020

Subject: SUBMISSION OF 2020 ANNUAL PROCUREMENT PLAN

1. As part of the management mandate, ALL SCHOOLS are required to submit their 2020 Annual Procurement Plan (APP) based from their Annual Implementation Plan on or before the end of the month.
2. This Annual Procurement Plan will be the basis of the school in their procurement activities. The ADAs are tasked to check and follow-up procurement activities of schools based on the APP.
3. To ensure that schools prepared their APP bottoms-up, a photocopy of the PPMP of each teaching and non-teaching personnel will be attached to the APP to be submitted.
4. Attached are the formats of the APP and PPMP.
5. MOOE will not be downloaded to schools with no APP. Further, APPs will be submitted every January of the year as a basis for procurement activities.
6. For information, guidance and appropriate action.

GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE
 Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT : **xxx Division**

Charged to GAA

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES													
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec		

TOTAL BUDGET: _____

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By: _____

Signature: _____
 Name of Employee: _____
 Position: _____



DEPED - TABUK CITY DIVISION Supplemental Annual Procurement Plan for FY 2020



Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity						Source of Funds	Total	Estimated Budget (PHP)		Remarks (brief description of Program/ Activity/ Project)	
				Advertisement/ Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	MOOE	CO						
GRAND TOTAL															

Prepared by:

Recommending Approval:

Approved by:

School BAC Secretariat

SIXTO D. LANG-AY, JR.
Accountant III

IRENE S. ANGWAY
OIC, Schools Division Superintendent

School Head