

## 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

DEP-ED - TABUK CIT

RECORDS UNIT

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

rom: IRENE MANG

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.
- 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, Pasia City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: xxx Division

Charged to GAA

Projects, Programs and Activities (PAPs)

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

Signature: Name of Employee:

Position:



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



Procurement PMO/ Program/Project End-User Mode of Procurement Po-	1 6	a	SHEIR ACHVILY		
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School BAC Secretariat

School Head

Approved by:

Accountant III

OIC, Schools Division Superintend