




**Republika ng Pilipinas**  
**Kagawaran ng Edukasyon**  
**REHIYON V (BIKOL)**  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NG IRIGA**

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DIVISION MEMORANDUM

No. 171, s. 2021

TO : Assistant Schools Division Superintendent  
CID Chief  
SGOD Chief  
Planning Officer  
Section Heads  
All Concerned

FROM :  **DANILO E. DESPI**  
Schools Division Superintendent

SUBJECT : Preparation and Submission of Project Procurement Management Plan (PPMP) for Fiscal Year 2023

Date : September 5, 2022

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Pursuant to the Department of Budget and Management (DBM) Circular Letter (CL) No. 2016-9 dated October 27, 2016, as amended under DBM CL No. 2017-12 dated October 19, 2017, all departments/agencies/operating units are required to submit to DBM their respective **Annual Budget Execution Plans consistent with the proposed National Expenditure Program (NEP) without waiting for the approval of the General Appropriations Act (GAA).**

Hence, agencies shall regularly prepare the Budget Execution Documents (BEDs) which contain the agency plans, spending schedules and physical targets to be submitted to the DBM for evaluation and consolidation.

Per issued NEP for the two (2) line items for the Schools Division Office -Maintenance and Other Operating Expenses (MOOE) for **General Management & Supervision (GMS) and Human Resource Development (HRD)** fund, this office requires preparation and submission of the PPMP based on the prior year's Budgetary Allocation to respective Functional Divisions/Sections/Units for goods (office supplies, materials and equipment), and services (repair and maintenance of equipment) if any, for consolidation into an Annual Procurement Plan (APP) by the Bids and Awards Committee (BAC) Secretariat. The CY 2023 APP-Common-use Supplies and Equipment (APP-CSE) will be submitted to PS-DBM via the Virtual Store (VS) facility on or before September 20, 2022.





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The prompt submission of BED No. 4 (APP-CSE) is required for the subsequent early release of funds, as well as the early conduct of early procurement activities, thereby ensuring the timely delivery of services. In addition, the BEDs shall be used in measuring the agency physical and financial performance.

For your information, guidance and strict compliance.

Thank you.



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Address: Iriga City Sports Complex, San Nicolas, Iriga City  
Contact No.: (054) 884-5118  
Email add: iriga.city @depd.gov.ph

Department of Education  
Region V (Bicol)  
SCHOOLS DIVISION OFFICE OF IRIGA CITY


**NATIONAL EXPENDITURE PROGRAM**

PAP	CY 2022	CY 2023	INCREASE/DECREASE
GMS	4,897,000.00	4,982,000.00	85,000.00
ELEM	17,546,000.00	18,179,000.00	633,000.00
JRHS	4,426,000.00	4,688,000.00	262,000.00
SRHS	2,425,000.00	2,823,000.00	398,000.00
Organizational & Professional Development for Non-Teaching	86,000.00	-	(86,000.00)
Human Resource Development	875,000.00	1,651,000.00	776,000.00
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Prepared and Certified Correct:

  
**LOURDES B. AZCARRAGA**  
Administrative Officer V (Finance)

Noted by:

  
**DANILO E. DESPI**  
Schools Division Superintendent