



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

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March 25, 2026

OFFICE MEMORANDUM

NO. 10, s. 2026

**REITERATION OF MANDATORY INCLUSION IN THE AGENCY'S APPROVED
ANNUAL PROCUREMENT PLAN (APP) PRIOR TO PROCUREMENT**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Heads, Sections/Units
All Others Concerned

1. In accordance with the provisions of Republic Act No. 12009 and its Implementing Rules and Regulations, all End-Users and respective Offices are hereby directed to strictly comply with the **approved APP**.

Please be reminded that:

- a) **No government procurement shall be undertaken unless it is in accordance with the approved Indicative APP or Final APP (IRR of R.A. 12009 Section 7.8)**
- b) Ensure that all procurement activities are aligned with the approved Annual Procurement Plan (APP). **Requests not included in the APP shall not be processed and shall be subject to revision or inclusion through proper APP updating procedures.**
- c) This policy is anchored on Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR), as well as Republic Act No. 12009, which mandate that **procurement shall be undertaken only if it is included in the approved APP.**
- d) All End-Users are required to review their programs, projects, and activities and ensure alignment with the approved APP.



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2. In this regard, all Offices are hereby instructed to:
 - Prepare and submit their updated Project Procurement Management Plans (PPMPs) to the BAC Secretariat **every Thursday** to ensure inclusion in the BAC's evaluation and determination of the appropriate mode of procurement.
 - Ensure that the submitted PPMPs reflect accurate specifications, ABC, and procurement timelines.
 - Coordinate with the Budget Office and Accounting Office to ensure funding and cash availability.
3. The End-Users and Implementing Units shall be responsible for the preparation of the new or revised PPMPs, while the BAC Secretariat shall incorporate the approved PPMPs into the APP, to be recommended by the Bids and Awards Committee for approval of the Head of Procuring Entity.
4. Strict compliance with this Memorandum is hereby enjoined.
5. For your guidance and immediate action.

MBL

MARIA-MAGNOLIA F. BRIOSO
QIC, Schools Division Superintendent



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