



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **710**, s. 2025

24 OCT 2025

**SUBMISSION OF 2026 PROJECT PROCUREMENT MANAGEMENT
PLAN (PPMP)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Unit/ Section Heads
All Public School Heads
All Others Concerned

1. In line with the preparation of the consolidated Annual Procurement Plan (APP) for FY 2026, and pursuant to the provisions of the New Government Procurement Act (NGPA) or the Republic Act No. 12009 and its Implementing Rules and Regulations, all units/divisions of the Schools Division Office (SDO) and Non-Implementing Units (Non-IUs) are hereby required to prepare and submit their 2026 Project Procurement Management Plan (PPMP) using the prescribed NGPA Standard Form in both hard and soft copies on or before **November 7, 2025**. The soft copy of the PPMP shall be uploaded to the link: <https://tinyurl.com/DepEdBatacNew2026PPMP> with the file name: Name of School/Unit_PPMP.
2. The attached NGPA PPMP template shall be used in the preparation of the aforementioned document.
3. For information, guidance, and compliance.


ANSELMO R. ALUDINO, M.Ed.
Schools Division Superintendent

Encl.: As stated
Reference: RA12009
To be included in the Perpetual Index
Under the following subject:
PROCUREMENT

ARO/DM-Submission of PPMP
25007/October 23, 2025



DepEd Batac City



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[Agency Letterhead with Logo]

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. ____

INDICATIVE FINAL

Fiscal Year :

End-User or Implementing Unit:

PROCUREMENT PROJECT DETAILS					PROJECTED TIME LINE (MM/YYYY)			FUNDING DETAILS		ATTACHED SUPPORTING DOCUMENTS	REMARKS
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (whether Goods, Infrastructure and Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference, if applicable (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
TOTAL BUDGET:											

Prepared by:

Submitted by:

Signature over Printed Name
Position/Designation
[End-User or Implementing Unit]

Signature over Printed Name
Position/Designation
[Head of the End-User or Implementing Unit]

Date :

Date : _____

Guide to Filling Out the PPMP Form

Particular		Basis/References, if any	Notes	Illustration/Examples		
				Goods	Infrastructure	Consulting
Heading	Title of the Document "Project Procurement Plan No. ____"	IRR of RA No. 12(09)-Section 7.7.2 to 7.7.3	<p>Indicate the Project Procurement Management Plan No. (first submitted version of the Indicative PPMP as No. 1, succeeding update/final PPMP as No. 2, and so on), then place a check (✓) whether the PPMP is Indicative or Final, in consideration of the following:</p> <p>An "Indicative" PPMP is being prepared as part of the budget proposal preparation, while the budget allocation is not yet approved/final.</p> <p>A Final PPMP is being prepared as a result of the final and approved budgetary allocation of the General Appropriations Act, corporate operating budget or appropriation ordinance, as the case maybe.</p>			
Column No. 1	General Description and Objective of the Project to be Procured	IRR of RA No. 12(09)-Section 7.7.1 (b)	Provide a concise but clear description of the project and its intended purpose. Indicate whether the project will be implemented through procurement or by administration. If applicable, specify whether the activity supports a program, mandate, or operational need.	Supply and Delivery of Uniform long sleeve T-shirt with Print, Shovel and Wheelbarrow for Billy Bayang Program of National Road and Bridges, X Office, Brgy. X, Municipality of X, X City	Improvement and repair of existing facilities, buildings, and structures and Proposed construction of the Billy Bayang Sports Complex in the XX Region, including a covered walkway (by Administration)	Procurement of Technical Assistance for QMS Implementation towards ISO 9001:2015 Certification
Column No. 2	Type of the Project to be Procured (whether Goods, Infrastructure and Consulting Services)	IRR of RA No. 12(09)-Section 7.7.1 (b)	Indicate the type of procurement—whether for Goods, Infrastructure Projects or Consulting Services. If classified as General Support Services, indicate Goods (General Support Services).	Goods	Infrastructure	Consulting Services
Column No. 3	Quantity and Size of the Project to be Procured	IRR of RA No. 12(09)-Section 7.7.1 (b)	<p>Indicate the quantity and size of the procurement activity. If the projects consists of lots, each lot must be presented in a separate row, especially when multiple lots are involved. If the number of items is too large to fit in this column, a separate attachment may be used.</p> <p>Guide on Quantity and Size as defined by Procurement Category</p> <p>1. Goods</p> <ul style="list-style-type: none"> Quantity: The total number of individual items or units to be supplied. Example: Ordering 200 desktop computers means the quantity is 200. Size: The physical dimensions, capacity, or specification of each item. Example: Each computer must have a 15-inch monitor and 16GB RAM. <p>2. Infrastructure Projects</p> <ul style="list-style-type: none"> Quantity: The total extent or number of components to be constructed or installed. Example: Building 3 bridges or laying 500 meters of road. Size: The scale, dimensions, or capacity of each component or structure. Example: Each bridge must be 50 meters long, or the road must be 6 meters wide. <p>3. Consulting Services</p> <ul style="list-style-type: none"> Quantity: The number of consultants, teams, or person-months required for the assignment. Example: Engaging 2 consulting teams or contracting for 12 person-months of expert input. Size: The scope, scale, or coverage of the consulting assignment, such as the organizational level or geographic area impacted. Example: Consulting on a nationwide IT system rollout, or an assignment covering five provinces. <p><i>These definitions ensure clarity in procurement documents, helping suppliers and service providers understand both how much is needed (quantity) and the specific requirements or scale of each unit or assignment (size)</i></p>	<p>[For the Billy Bayang Program for National Road and Bridges, X Office, Brgy. X, Municipality of X, X City]</p> <p>Lot 1</p> <p>Quantity:</p> <p>14,000 pcs. short-sleeved T-shirts with print</p> <p>14,000 pcs. handtowels</p> <p>Size:</p> <p>T-shirt: standard adult size with front and/or back print</p> <p>Handtowel: 8 inches x 12 inches, cotton fabric</p> <p>Lot 2</p> <p>Quantity:</p> <p>2,200 pcs. shovels</p> <p>1,300 pcs. wheelbarrows</p> <p>Size:</p> <p>Shovel: standard length, e.g., 38 inches long with a steel blade and wooden handle</p> <p>Wheelbarrow: single-wheel, heavy-duty, steel tray with 65 liter capacity</p>	<p>[For the Improvement/Repair of Existing Structures and Construction of Sports Complex]</p> <p>Quantity:</p> <p>Two (2) components:</p> <p>1. Improvement and repair of existing building and structures</p> <p>2. Construction of sports complex with covered walkway</p> <p>Size:</p> <p>1. Floor area to be rehabilitated- 500 sq. m.</p> <p>2. Sports Complex- 30 m x 50m structure with seating capacity for 500 persons and a covered walkway 60m long x 3 m wide, steel frame with concrete pavement and roofing.</p>	<p>[For the Procurement of Technical Assistance for QMS Implementation Towards ISO 9001:2015 Certification]</p> <p>Quantity:</p> <p>One (1) consultancy engagement</p> <p>Size:</p> <p>Full implementation of a QMS compliant with ISO 9001:2015 to cover all functional units of the XXX agency</p>

Column No. 4	Recommended Mode of Procurement	IRR of RA No. 12(09)-Section 7.7.1 (d)	Indicate applicable procurement mode under RA No. 12009. The Bids and Awards Committee shall recommend to the Head of the Procuring Entity the use of any of the modes of procurement through the Annual Procurement Plan.	Competitive Bidding	N/A (To be undertaken by Administration)	Negotiated Procurement - Highly Technical Consultant
Column No. 5	Pre-Procurement Conference, if applicable	IRR of RA No. 12(09)-Section 7.7.1 (e)	Indicate yes or no if the Pre-procurement Conference is to be undertaken in accordance with the RA No. 12009 and its IRR.	Yes	N/A	N/A
Column No. 6	Start of Procurement Activity	IRR of RA No. 12(09)-Section 7.7.1 (e)	Indicate the projected month and year (MM/YYYY) of the start of procurement activity which will depend on the prescribed procurement timeline of the applicable mode of procurement used by the Procuring Entity (e.g. Pre-procurement Conference, Publication, Posting, Issuance of the RFQ, as the case may be).	04/2026	N/A	03/2026
Column No. 7	End of Procurement Activity	IRR of RA No. 12(09)-Section 7.7.1 (e)	Indicate the projected month and year (MM/YYYY) of issuance of Notice of Award or Purchase Order, as the case may be, based on the prescribed procurement timelines of the applicable mode of procurement used by the Procuring Entity.	05/2025	N/A	03/2026
Column No. 8	Expected Delivery/Implementation Period	IRR of RA No. 12(09)-Section 7.7.1 (e)	Indicate the month and year (MM/YYYY) of the expected delivery of goods or implementation of the project, as the case may be.	07/2025	06/2026 to 06/2026	03/2026 to 08/2026
Column No. 9	Source of Funds		Indicate the proposed source of fund for the Project. This may include, but is not limited to: the General Appropriations Act - Current or Continuing, Corporate Operating Budget, Appropriation Ordinance, Internally Generated Income, Special Purpose Fund, Trust Fund, or Foreign-Assisted Fund, consistent with the agency's approved budget documents.	GAA 2026 - Current Appropriation	GAA 2024 - Continuing Appropriation	Internally- Generated Income
Column No. 10	Estimated Budget / Authorized Budgetary Allocation	IRR of RA No. 12(09)-Section 7.7.1 (f)	Indicate Estimated Budget on Indicative PPMP when the GAA or other appropriate fund source has not yet been passed or approved. Otherwise, indicate the Authorized Budgetary Allocation on Final PPMP when the GAA or other appropriate fund source has been passed or approved.	Php12,499,544.00	Php15,900,000.00	Php750,000.00
Column No. 11	Attached Supporting Document/s	IRR of RA No. 12(09)-Section 7.7.1 (g) and Section 10	Indicate the supporting documents for each corresponding Project attached to the PPMP, which includes the Market Scoping Checklist and other relevant documents such as Technical Specifications, Detailed Engineering, Scope of Work or Terms of Reference and any equivalent document as applicable. NOTE: The duly accomplished Market Scoping Checklist for each procurement project is a mandatory supporting document to the PPMP.	Technical Specifications	Scope of Work, Engineering Plan, Feasibility Study	Terms of Reference
Column No. 12	Remarks		Indicate additional details regarding the Project, such as, but not limited to the following: a. Basis of changes from previous PPMP b. Contract package details: i.e. estimated budget for the whole period (in case of multi-year contracts) c. Procurement Strategies to be used	Updated ABC due to bid failure under SAC Resolution No. xx-2026, proposing for Framework Agreement	To be undertaken by Administration c/o the Engineering Department	