Memorandum # 017, s. 2016

TO: Public School District Supervisors
    Elementary and Secondary School Heads

FROM: DEE D. SILVA, DPA, CESO VI
       Assistant Schools Division Superintendent
       Officer-In-Charge

SUBJECT: PPMP and APP Templates to Use

DATE: January 8, 2016

School heads are hereby directed to make use of the attached templates for the preparation of Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) starting Calendar Year 2016. The signatories reflected in the said templates should consistently be followed.

For everybody's guidance and compliance.
## Republic of the Philippines
### DEPARTMENT OF EDUCATION
#### Region XI

______________ SCHOOL

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**
**CY 2016**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>General Description</th>
<th>Unit</th>
<th>QTY</th>
<th>Estimated Cost/Unit</th>
<th>Estimated Budget</th>
<th>SCHEDULE/MILESTONE OF ACTIVITIES</th>
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<td>1st Quarter</td>
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Prepared:  
Approved:  
Reviewed/Noted:  

- Property Custodian
- School Principal
- PSDS School-Adoptor
<table>
<thead>
<tr>
<th>Code</th>
<th>Program/Activity/Project</th>
<th>End User</th>
<th>Mode of Procurement</th>
<th>Schedule for Each Procurement</th>
<th>Source of Funds</th>
<th>Estimated Budget</th>
<th>Remarks/Activity (Brief Description of Program/Project)</th>
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**GRAND TOTAL**

TOTAL WITH 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET

Prepared:

Funds Availability:  

RECOMMENDING APPROVAL:  

Approved:

DEE D. SILVA, DPA, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge

_**School BAC Secretariat**_

_**Accountant II**_  
_School Head_