



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XI  
**CITY SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**Office of the City Schools Division  
Superintendent**

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Memorandum # 017, s. 2016

TO : Public School District Supervisors  
Elementary and Secondary School Heads

FROM : *Dee D. Silva*  
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.







