

March 20, 2018


MEMORANDUM

TO: **Schools Division Superintendents**

RE: ***Submission of CY 2015-2017 Annual Procurement Plan (APP)***

Attached is a copy DepED Memorandum DM-PrMS-2018-001 dated March 01, 2018 by Atty. Revsee A. Escobedo, Assistant Secretary for Procurement, Project Management and Field Operations, for information and compliance.

Please comply.


VICTOR G. DE GRACIA, JR., CESO V
SC. MA. GEMMA M. LEDESMA, CESO V
OFFICER-IN-CHARGE
Director III
OFFICE OF THE ASSISTANT REGIONAL DIRECTOR
Officer-In-Charge
Office of the Regional Director

ADMIN.JSS/pie



Republic of the Philippines
Department of Education

01 March 2018

DEPED MEMORANDUM
DM-PrMS-2018-001

TO : Regional Directors
Schools Division Superintendents
Bids and Awards Committees (BAC)
BAC Secretariats
All Others Concerned

Office of the Regional Director
Cebu City

Escobedo
FROM : **ATTY. REVSEE A. ESCOBEDO**
Assistant Secretary for Procurement,
Project Management and Field Operations

Date: 2/8/18 *garn*

SUBJECT: SUBMISSION OF CY2015-2017 ANNUAL PROCUREMENT PLAN (APP)

Consistent with DepEd's thrust in instituting financial reforms across the bureaucracy, the Department, through its Procurement Management Service is proposing for the establishment of procurement units and/or the creation of BAC Secretariat positions in the Regions and Divisions, to be submitted to the Department of Budget and Management for evaluation and approval.

In accordance with the National Budget Circular No. 2015-558 dated 04 June 2015, Guidelines in the Organization and Staffing of Procurement Units, the organizational level of the procurement unit shall be determined through the following:

- a) the organizational level of the procuring entity; and
- b) the average procurement budget of the agency for the last three (3) years.

For this purpose, the procurement budget shall refer to the sum of the allocations of the central office; staff bureaus; and regional offices of the agency for repair and maintenance; supplies and materials; rents; professional services; buildings and structures outlay; office equipment, furniture and fixtures; transportation equipment; machineries and equipment; public infrastructures; and other expense items which are subject of procurement, as reflected in the approved Annual Procurement Plans (APP), and supplements thereto, for the covered years.

In this regard, all procuring entities are required to submit a copy of their APP for CYs 2015 to 2017 to benchmark the average annual budget of the field offices and to support the said proposal. You may bring the required documents to your respective Clustered Conference on 2018 Budget Execution and 2019 Budget Preparation activities for submission to the Procurement Management Service representatives present in said conference, or submit thru e-mail at pracms.ppmid@deped.gov.ph

For strict compliance.