



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

January 4, 2021

Division Memorandum
No. 001, s. 2021

TO : Public Schools District Supervisors
Secondary School Principals
Secondary School Financial Staff
Others Concerned

SUBJECT : **PREPARATION OF ANNUAL PROCUREMENT PLAN (APP) AND ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FY 2021 AND DESIGNATION OF SCHOOL BIDS AND AWARDS COMMITTEE FY 2021**

1. The Revised Implementing Rules and Regulations of Republic Act 9184 otherwise known as the Government Procurement Reform Act mandates that “No procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP) that must be consistent with the duly approved budget of the procuring entity.” (Sec. 7.2)
2. In consonance to RA 9184, all schools are hereby directed to prepare their respective Annual Procurement Plan (APP) for FY 2021 and Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) using the prescribed format downloadable in this division website. Only procurement projects consistent with the school Improvement Plan (SIP) and the Annual Implementation Plan (AIP) must be included in the APP. All procurements must adhere to DepED Order No. 15 s. 2020 “Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation for Schools to Support the Implementation of Basic Education Learning Continuity Plan in Time of COVID-19 Pandemic.” Further, The IRR-A considers a procurement crucial to the efficient discharge of governmental functions if:
 - i. it is required for the day-to-day operations of the Procuring Entity; or
 - ii. it is in pursuit of the principal mandate of the Procuring Entity concerned.
3. The APP is prepared by the BAC upon submission by the end-user units of their respective Project Procurement Management Plans (PPMPs).



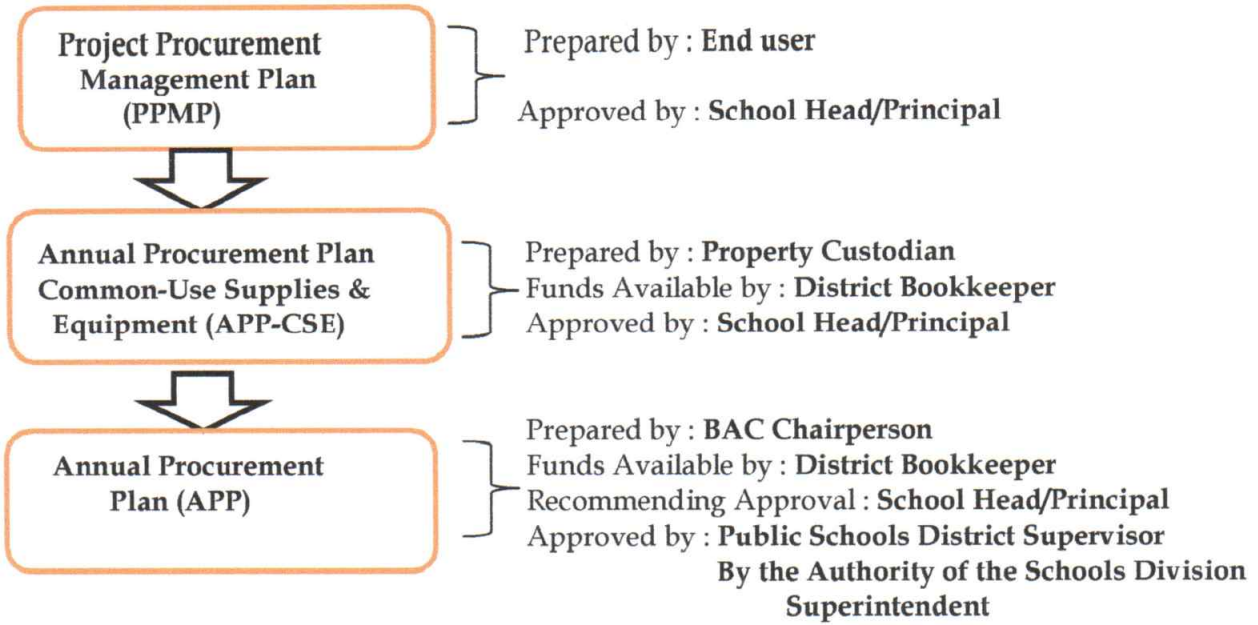
4. The editable templates of the PPMP, APP and APP-CSE and the flowchart in APP preparation including the signatories can be found in the downloadable forms of [this website](#).
5. Moreover, Sec. 11 of RA 9184 mandates the creation of the Bids and Awards Committee (BAC) with at least five regular members wherein the term of office is one year. Thus, all schools must have issued a new order of their FY 2021 School Bids and Awards Committee. A copy of the BAC's designation order must be attached to the approved APP.
6. The DO Proper file of these documents shall be under the custody of the school/district bookkeeper.
7. For information, guidance and strict compliance.


BIANITO A. DAGATAN, Ed.D. CESO V
Schools Division Superintendent

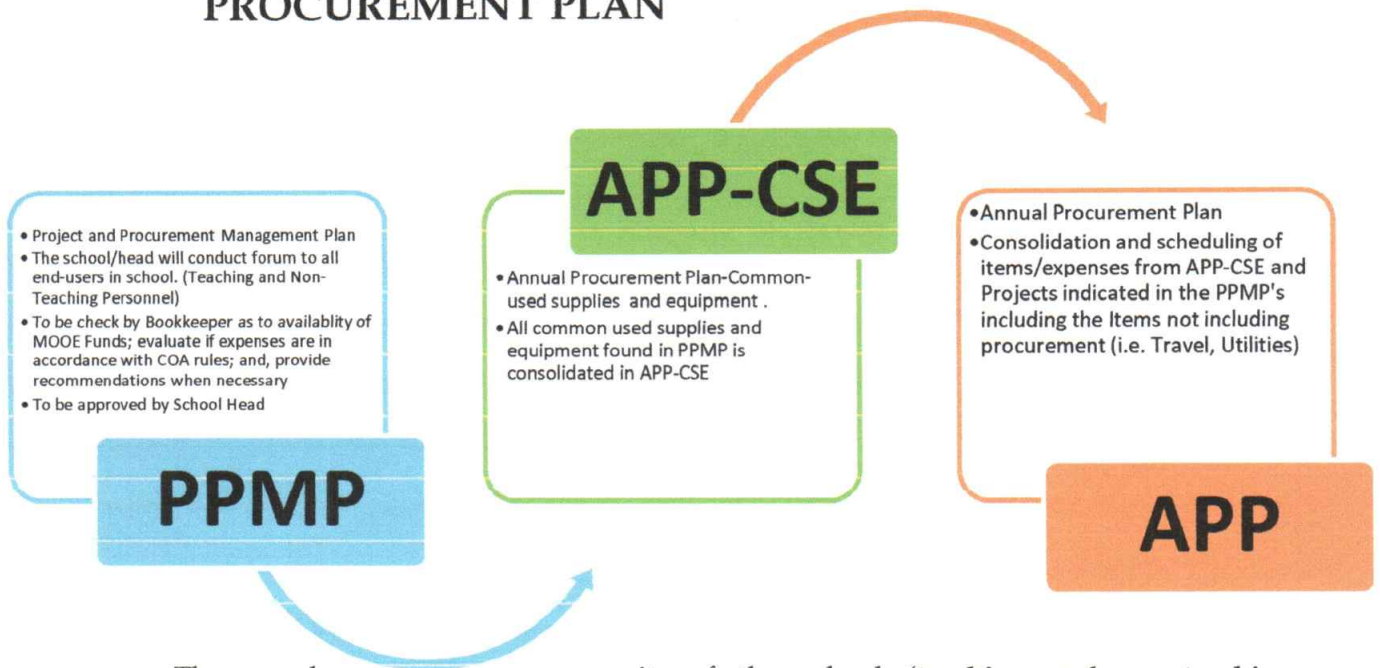


PREPARATION

AUTHORIZATION



FLOW CHART ON THE PREPARATION OF ANNUAL PROCUREMENT PLAN



The end-user units of the school (**teaching and non-teaching personnel**) shall prepare their respective **Project Procurement Management Plan (PPMP)** for their different programs, activities, and projects (PAPs). The PPMP serves as a guide document in the procurement and shall then be submitted to the school's Senior Bookkeepers for evaluation on the availability of funds, and if warranted by the School Head, it shall be included in the **Annual Procurement Plan - Common-use Supplies and Equipment**, and **Annual Procurement Plan** for approval of the Public School District Supervisors.

Review and updating of the individual PPMP's and the APP shall be done bi-annually. In cases when there are necessities unlisted in the APP submitted before the start of the fiscal year has commenced, the school may opt to prepare a Supplemental Procurement Plan where they can implement a realignment on previously budgeted and unpurchased items in the APP and procure those that are in urgent need of the school.