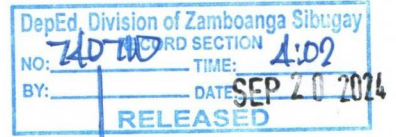




Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



20 September 2024

**DIVISION MEMORANDUM**

No. 392, s. 2024

**DEADLINE ON THE SUBMISSION OF PPMPs for FY 2025 INDICATIVE APP AND PURCHASE REQUESTS FOR FY 2024**

To : ASDS  
 Chief, SGOD & CID  
 All Section Heads  
 All Program Owners/End-users  
*This Division*

- As per GPPB-Technical Support Office Advisory No. 03-2022 **REMINDER on the SUBMISSION OF PROCUREMENT REPORTS FOR FISCAL YEAR 2024 and OUPRO No. 2330, s2024 on MONITORING AND CONSOLIDATION OF REQUIRED DOCUMENTS FOR THE GRANT OF FY 2023 Performance Based Bonus (PBB)**, this office would like to request all Section Heads and Program Owners to submit the Project Procurement Management Plan (PPMP) for the FY 2025 Indicative APP on or before September 25, 2024 via this email address, [bac.zambosibugay@deped.gov.ph](mailto:bac.zambosibugay@deped.gov.ph).
- Further, in compliance to Annex C of the 2016 Revised Implementing Rules and Regulations of RA 9184 for the Procurement of Goods and Services, this office sets the deadline on the submission of Purchase Request for FY 2024 as follow:

Mode of Procurement	Cut-off Date
Competitive Bidding	October 15, 2024
Small Value Procurement/Shopping/ Agency to Agency/Direct Contracting, among others	November 15, 2024

- The following duly approved documents shall be submitted attached to the PR:
  - Project Procurement Management Plan (PPMP), PMIS generated
  - Activity Request/s (for Current Funds)
  - Project Proposal/Matrix
  - Division Memorandum, if any
  - Menu for Meals & Snacks, if any



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- f. List of Participants (for Trainings & Seminars)
- g. SARO/Sub-ARO

4. For strict compliance.






Enclosure: As stated  
Reference: RA NO. 9184  
GPPB-TSO Advisory 03-2022  
OUPro 2330 s, 2024

To be included in the perpetual index under the following subjects:

  
**VIRGILIO P. BATAN, JR., CESO VI**  
Schools Division Superintendent

ZS-DM-BAC-2024-No\_04  
LRC20240920



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