



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

Office of the Superintendent

Office Memorandum  
No. 006 Series 2023

To: Curriculum Implementation Division  
School Governance and Operation Division  
All Functional Units- OSDS

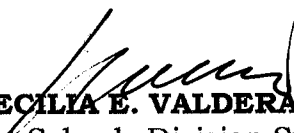
1. The Schools Division of Bulacan through the Bids and Awards Committee, in pursuance to Republic Act 9184 or the Procurement Law, reiterates the compliance of the provision thereof on all procurement activities and projects.
2. At this year's onset, all proponents are reminded of the submission of the duly approved Project Procurement Management Plan (PPMP) using the prescribed format supported with the following attachments to be submitted to the Bids and Awards Committee, two weeks PRIOR to the conduct of the activity to address lawful project implementation and observe procurement process according to the timeline provided by the law:
  - Project Proposal
  - Purchase Request
  - Obligation Request & Status
  - Work and Financial Plan
  - Activity Request (AC)/Authority to Conduct (ATC)
3. No activity or project shall be implemented if same is not included in the Annual Procurement Plan (APP) for this calendar year. However, for projects that are not included in the CY 2023 Indicative APP, an approved supplemental PPMP must be submitted.
4. In addition, an Annual Implementation Plan (AIP) for each unit or learning area for the 3 functional divisions should be submitted on or before January 30, 2023.
5. It is also reiterated that PMIS encoding of all the funded PPAs should be accomplished prior to the activity/ies.




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6. It is directed that all policies pertaining to procurement process as mandated in the RA 9184 and its Revised IRR be sternly observed to ensure transparency and accountability in all procurement activities.
7. Immediate dissemination and strict compliance are directed.

  
**CECILIA E. VALDERAMA, PhD**  
Assistant Schools Division Superintendent  
Chairperson- Bids and Awards Committee

Noted:

  
**ROWENA T. QUIAMBAO, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

/BAC Secretariat

