



August 6, 2019

Division Memorandum

NO. 495, s. 2019

**GUIDELINES ON THE PREPARATION OF THE PROJECT PROCUREMENT
MANAGEMENT PLAN (PPMP) CY 2020**

TO : Assistant Schools Superintendents
Chiefs, CID and SGDD
Education Program Supervisors/ Division Coordinators
PSDS/DIC
All Others Concerned

1. Every year the DepEd Division of Negros Oriental, prepares the Project Procurement Management Plan (PPMP). The PPMPs coming from various PMOs and end-user units are consolidated for the preparation of the Annual Procurement Plan (APP). This is important for easy and fast transaction of Office and Training Supply Needs.
2. In this connection, Guidelines on the Preparation of the Project Procurement Management Plan (PPMP) CY 2020 is made so that all sections of the Division are in the same page in making the PPMP.
3. In making the PPMP by each section, please follow the following as herein attached:
 - a. PPMP Budget per section (Annex A, states the working budget per section);
 - b. PPMP Sample Format (Annex B, serves as guide format to be filled out);
 - c. Item/Price Sample (Annex C, states sample of items and prices to be purchased);
 - d. Technical Specifications (Annex D, the items stated in the PPMP format shall be written on this annex for specifications).
4. Each Section as stated in Annex A shall submit a softcopy and hardcopy of Annexes A-C. The softcopy shall be emailed to liiydelfino@yahoo.com. The hardcopy of Annexes A-C shall be submitted to Ms. Amabel A. Herrera at the Supply Office.
5. Please see Ms. Dauzeen Luzmarie M. Mercado at the ASDS Office for the softcopy of the Annexes.
6. The deadline for submission of the PPMP is on August 20, 2019.

08 AUG 2019

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Sup't's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGDD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3821 (Supply Section)



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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7. For your guidance and compliance.

8. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent

8/7/19



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(035)225-6180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8611 (Planning Section); (035) 225-8987 (Recon's Section);
(035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections);
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)

ANNEX A

No.	Office	2,468,000.00	Amount
1	Admin		75,000.00
2	SDS		40,000.00
3	ASDS-N. Ragay		40,000.00
4	ASDS-F. Luarez		40,000.00
5	Cash		70,000.00
6	CID Office		120,000.00
7	COA		30,000.00
8	Finance		175,000.00
9	ICT		50,000.00
10	Dae Habalo		15,000.00
11	Dan Alar_Iryll Macahig		15,000.00
12	Emma Mate/Karla P. Antonio		15,000.00
13	PDO		10,000.00
14	Rachel Picardal		20,000.00
15	Regina Empeso/Dennis		15,000.00
16	Legal		15,000.00
17	Library Hub		30,000.00
18	Medical Dental		100,000.00
19	Payroll		70,000.00
20	Personnel		120,000.00
21	Physical Pacillities		100,000.00
22	Planning		18,000.00
23	Records		70,000.00
24	Supply Office		200,000.00
	TOTAL		1,453,000.00

1,015,000.00

ANNEX C

COMMON ELECTRICAL SUPPLIES		
1. BALLAST, 18 watts	piece	70.11
2. BALLAST, 36 watts	piece	74.58
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	21.13
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	15.83
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	78.62
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	327.60
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	382.20
8. FLUORESCENT LAMP, tubular, 18 watts	piece	37.13
9. FLUORESCENT LAMP, tubular, 36 watts	piece	38.22
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	105.82
11. FUSE, 30 amperes	piece	13.10
12. FUSE, 60 amperes	piece	26.21
13. STARTER, 4-40 watts	piece	3.68
14. TAPE, electrical	roll	20.20
COMMON COMPUTER SUPPLIES/CONSUMABLES		
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	467.92
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	709.80
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	543.60
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	876.33
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box	436.60
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	684.36
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 9-1/2", 250 sets/box	box	341.03
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box	542.72
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min re	piece	10.00
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time,	piece	16.87
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or	piece	57.53
12. DRUM UNIT, Brother DR3000	cart	8,905.37
13. DRUM UNIT, Brother DR7000	cart	8,294.90
14. EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0 (backward compatible with USB 2.0)	piece	4,103.74
15. EXTERNAL HARD DRIVE, 500GB, 2.5" HDD, USB 3.0 (backward compatible with USB 2.0)	piece	2,793.34
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	10.21
17. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	20.92
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	529.62
19. INK CARTRIDGE, Canon Part No. CL-811, colored	cart	1,007.92
20. INK CARTRIDGE, Canon Part No. PG-810, colored	cart	756.21
21. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c	cart	1,375.92
22. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c	cart	1,299.48
23. INK CARTRIDGE, HP C1823DA (HP 23), tricolor, for HP Deskjet 710c, 720c, 810c, 830c	cart	1,681.68
24. INK CARTRIDGE, HP C6625A (HP 17), tricolor, for HP Deskjet 840c, 845c	cart	1,414.14
25. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c,	cart	1,528.80
26. INK CARTRIDGE, HP C6614D (HP 20), black, 28mL, for HP Deskjet 610c, 630c, 640c	cart	1,441.44
27. INK CARTRIDGE, HP C4844A (HP 10), black, 69mL, for HP Officejet 9110, 9120, 9130	cart	1,501.50
28. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420	cart	840.84
29. INK CARTRIDGE, HP Q8893AA (C8728AA) (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420	cart	934.75

ANNEX D

SPECIFICATIONS

Example:

GENERAL DESCRIPTION	TECHNICAL SPECIFICATIONS		FUNCTIONAL	PERFORMANCE
	Bondpaper, Long Procurement of laptop computer	Quality		
	size of screen	18"		
	memory capacity	8GB		
	processor	Core i5		
	hard drive capacity	500GB		

GENERAL DESCRIPTION	TECHNICAL SPECIFICATIONS		FUNCTIONAL	PERFORMANCE

Prepared by:

Staff of End-User

Reviewed by:

Head, End-User