



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
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FEB 10 2021

MEMORANDUM

TO : ALL CONCERNED OFFICES/COMMITTEES

**FROM : THE UNDERSECRETARY FOR LEGAL, ADMINISTRATION,
HUMAN RESOURCES AND LEGISLATIVE AFFAIRS**

**SUBJECT : SUBMISSION OF PURCHASE REQUEST FOR THE
PROCUREMENT PROJECTS BASED ON APPROVED
SUPPLEMENTAL/PROJECT PROCUREMENT MANAGEMENT
PLAN (S/PPMP)**

In compliance with the National Budget Circular (NBC) No. 583 dated 4 January 2021: *Guidelines on the Release of Funds for FY 2021* issued by the Department of Budget and Management and in order to facilitate timely processing of your procurement projects as programmed in your approved PPMP for CY 2020 & 2021, the following deadlines for submission of your Purchase Request (PR) must be **strictly observed**:

Funding Source	Particulars	Deadline for Submission
Continuing GAA 2020 & GAA 2021	Procurement Projects amounting to above PhP1M	30 June 2021
	Procurement Projects amounting to PhP1M and below	30 September 2021
	Vehicle Repair amounting to below PhP50K	30 November 2021
	Catering Services amounting to above PhP50K	30 November 2021
	Catering Services amounting to below PhP50K	15 December 2021
NEP 2022	Eligible Procurement Projects to be undertaken thru Early Procurement Activity (EPA)	30 September 2021

In this regard, you are hereby directed to submit your PR for your procurement requirements attached with complete documents specified in the Memorandum No. 2020-677, *attached as Annex "A"*, through the Property and Supply Management Division-Procurement Management Section (PSMD-PrMS) within the above specified deadlines.

With the adoption of the Cash Budgeting System (CBS), the following end-period validity of appropriations shall be observed:

Particulars		Validity	Legal Basis
Appropriation for PS, MOOE and CO, under R.A. No. 11465 (FY 2020 GAA), as extended pursuant to R.A. No. 11520	for release, obligation and disbursement	December 31, 2021	Section 3.6.2 of the NBC No. 583 dated 4 January 2021
Appropriations for infrastructure capital outlays.	for obligation	December 31, 2021	Section 62.0 of General Provisions of R.A. No. 11518 FY 2021 GAA
	completion of construction (infrastructure capital outlays), inspection and payment	June 30, 2022	
Appropriations for MOOE and other capital outlays	for obligation	December 31, 2021	
	delivery, inspection and payment	March 31, 2022	

Further, please be reminded that the procurement process follows a standard timeline as prescribed by the Republic Act No. 9184 and its revised Implementing Rules and Regulations.

Failure to submit within the specified deadline shall constrain the Bids and Awards Committee for Regular Operations from processing your procurement projects.

For information and STRICT compliance.

ATTY.  ERNESTO D. ADOBO, JR., CESO I