



Republic of the Philippines  
**Department of Environment Natural Resources**  
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**MEMORANDUM**

**OCT 26 2021**

**FOR/TO : ALL END-USER/IMPLEMENTING UNITS**  
DENR Central Office

**FROM : The Undersecretary for Legal, Administration, Human Resources**  
**and Legislative Affairs**

**SUBJECT : SUBMISSION OF NAMES OF FOCAL PERSONNEL IN THE**  
**PREPARATION OF PPMP AND OTHER PROCUREMENT**  
**RELATED ACTIVITIES**

In line with the continuous improvement of the processing and monitoring of procurement activities and to ensure the timely preparation and submission of required procurement documents, may we respectfully request your office to submit names of focal personnel (primary and alternate) to be responsible in the preparation of Project Procurement Management Plan (PPMP) and other procurement related activities, with their existing Facebook Messenger Account and updated email address **on or before 29 October 2021** to the Procurement Management Section-Property and Supply Management Division (PrMS-PSMD) through its email address at [denrcoprocurement2020@gmail.com](mailto:denrcoprocurement2020@gmail.com).

The assigned focal personnel through a Special Order shall perform the following duties and responsibilities:

- a. Prepares and submits PPMP of their respective offices not later than the prescribed deadline.
- b. Prepares Purchase Requests (PRs) based on the scheduled Procurement Activities of their respective requirements indicated in their approved PPMP.
- c. Monitors the status of their approved PPMP vs processed PRs (in percentage).
- d. Prepares and submits approved Supplemental PPMP (S/PPMP).
- e. Monitors the milestone of their respective procurement requirements from Purchase Request up to Payment.
- f. Inputs status/activities of each project in the PMR and Tracking Sheet (google sheet).
- g. Prepares and submits Project Procurement Monitoring Report of all procurement requirements of their respective offices as per Memorandum No. 2021-688 dated 11 October 2021.
- h. Submits External Service Provider Performance Evaluation Form.
- i. Represents their office/committee in the conduct of PPMP preparation and updates related to procurement process, laws and regulations.
- j. Closely coordinates with PrMS-PSMD and other concerned offices as necessary and discusses matters pertaining to procurement requirements/activities.

For immediate compliance.

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