



JUL 04 2022

**MEMORANDUM**

**FOR/TO : ALL CONCERNED OFFICES/COMMITTEES  
DENR-CENTRAL OFFICE**

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

**SUBJECT : REITERATION OF MEMO NO. 2022-77 DATED 10 FEBRUARY 2022  
ON THE SUBMISSION OF PURCHASE REQUESTS FOR THE  
PROCUREMENT PROJECTS BASED ON APPROVED  
SUPPLEMENTAL/PROJECT PROCUREMENT MANAGEMENT  
PLAN (S/PPMP)**

This is to reiterate Memorandum No. 2022-77 dated 10 February 2022 re: Submission of Purchase Request (PR) for the Procurement Projects based on Approved Supplemental/Project Procurement Management Plan (S/PPMP).

All concerned offices and committees, are hereby directed to submit its PR for their respective procurement requirements with complete documents through the Property and Supply Management Division-Procurement Management Section (PSMD-PrMS) within the specified deadlines.

Pursuant to the approval and effectivity of Government Appropriations Act (GAA) for CY 2022, extension of availability of GAA 2021 and in line with the issuance of **National Budget Circular (NBC) No. 587** dated 3 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 2022 & 2023, the following deadlines for submission of your PR and **cut-off dates for numbering the PRs** must be strictly observed:

<b>Funding Source</b>	<b>Particulars</b>	<b>Cut-off Date of PR Numbering</b>	<b>Deadline for Submission</b>
Continuing GAA 2021 & GAA 2022	Procurement Projects amounting to above PhP1M	15 June 2022	30 June 2022
	Procurement Projects amounting to PhP1M and below	15 September 2022	30 September 2022
	Catering Services amounting to above PhP50K	15 November 2022	30 November 2022
	Vehicle Repair amounting to below PhP50K	25 November 2022	09 December 2022
	Catering Services amounting to below PhP50K		
NEP 2023	Eligible Procurement Projects to be undertaken thru Early Procurement Activity (EPA)	01 September 2022	15 September 2022

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

Particulars		Validity	Legal Basis
All appropriations authorized in RA No.11640 (continuing GAA 2021)	<b>for release, obligation and disbursement</b>	December 31, 2022	RA No. 11640 & Section 3.5 of NBC No. 587 dated 3 January 2022
All appropriations authorized under FY 2022 GAA	<b>for release, obligation and disbursement</b>	December 31, 2023	Section 68.0 of General Provisions of FY 2022 GAA & Section 3.3 of NBC No. 587 dated 3 January 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*

