



21 FEB 2023

MEMORANDUM

FOR/TO : ALL END-USER UNITS/CONCERNED OFFICES
DENR Central Office

FROM : The Undersecretary for Legal and Administration

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

Pursuant to the approval and effectivity of Government Appropriations Act (GAA) for CY 2023, extension of availability of GAA 2022, and in line with the issuance of **National Budget Circular (NBC) No. 590** dated 3 January 2023: **Guidelines on the Release of Funds for Fiscal Year (FY) 2023** issued by the Department of Budget and Management, the following **cut-off dates for numbering the PRs must be strictly observed** in order to facilitate timely processing of your procurement projects as programmed in your approved PPMP for CY 2022, 2023, and 2024:

Funding Source	Particulars	Cut-off Date of PR Numbering	Deadline for Submission
Continuing GAA 2022 & GAA 2023	Procurement Projects amounting to above PhP1M	15 June 2023	30 June 2023
	Procurement Projects amounting to PhP1M and below	15 September 2023	30 September 2023
	Catering Services amounting to above PhP50K	15 November 2023	30 November 2023
	Vehicle Repair amounting to below PhP50K	25 November 2023	09 December 2023
	Catering Services amounting to below PhP50K		
NEP 2024	Eligible Procurement Projects to be undertaken thru Early Procurement Activity (EPA)	01 September 2023	15 September 2023

You are hereby directed to process and submit your PR for your procurement requirements attached with complete documents specified in the Memorandum No. 2020-677, attached as Annex "A", to the Bids and Awards Committee (BAC) through the Property and Supply Management Division-Procurement Management Section (PSMD-PrMS) within the above specified timelines.

The above cut-off dates and deadlines are being set and must be strictly observed to ensure compliance of the Department with the submission of procurement reports to the GPPB-TSO and PhilGEPS posting requirements.

The following end-period validity of appropriations shall be observed:

Particulars		Validity	Legal Basis
FY 2022 GAA, RA. No. 11639 (Continuing Appropriations)	for release, obligation and disbursement	December 31, 2023	RA No. 11639 & Section 3.3 of NBC No. 590 dated 3 January 2023
FY 2023 GAA, R.A. No. 11936 (Programmed Appropriations)	for release, obligation and disbursement	December 31, 2024	Section 70.0 of General Provisions of FY 2023 GAA & Section 3.3 of NBC No. 590 dated 3 January 2023

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.

Late submission of PRs under FY 2023 GAA shall be referred back to end-user units and shall be considered for processing on CY 2024.

For STRICT compliance.


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