



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



MEMORANDUM

FOR/TO : All End-user Units/Concerned Offices
DENR- Central Office

FROM : The Undersecretary
Legal and Administration

SUBJECT : **REITERATION OF MEMORANDUM NO. 2024-163 DATED 14 FEBRUARY 2024 ON THE SUBMISSION OF PURCHASE REQUESTS FOR THE PROCUREMENT PROJECTS BASED ON APPROVED SUPPLEMENTAL/PROJECT PROCUREMENT MANAGEMENT PLAN (S/PPMP)**

DATE : **MAY 30 2024**

This memorandum reiterates the instructions from Memorandum No. 2024-163 dated 14 February 2024 regarding the submission of Purchase Requests (PR) for procurement projects based on the Approved Supplemental/Project Procurement Management Plan (S/PPMP).

All concerned offices and committees are directed to submit their PRs, complete with all required documents, to the Property and Supply Management Division-Procurement Management Section (PSMD-PrMS) by the specified deadlines.

In accordance with the Government Appropriations Act (GAA) for CY 2024, the extension of the availability of GAA 2023, and National Budget Circular (NBC) No. 592 dated 2 January 2024, the following **cut-off dates for PR numbering and deadlines for submission of complete procurement documents MUST BE STRICTLY OBSERVED** to ensure timely processing of procurement projects as outlined in your approved PPMP for CYs 2023, 2024, and 2025:

Funding Source	Particulars	Cut-off Date of PR Numbering	Deadline for Submission of Procurement Documents
Continuing GAA 2023 & GAA 2024	Procurement Projects amounting to above PhP1M	15 June 2024	30 June 2024
	Procurement Projects amounting to PhP1M and below	15 September 2024	30 September 2024
	Catering Services amounting to above PhP50K	15 November 2024	30 November 2024
	Vehicle Repair amounting to below PhP50K	25 November 2024	09 December 2024
	Catering Services amounting to below PhP50K		

Funding Source	Particulars	Cut-off Date of PR Numbering	Deadline for Submission of Procurement Documents
NEP 2025	Eligible Procurement Projects to be undertaken thru Early Procurement Activity (EPA) for Performance Based Bonus	01 September 2024	15 September 2024

You are required to process and submit your PRs with complete documents as specified in Memorandum No. 2023-1083 (attached as Annex "A") to the Bids and Awards Committee (BAC) through PSMD-PrMS within the specified timelines.

The above cut-off dates and deadlines must be strictly adhered to ensure compliance with the submission of procurement reports to the Commission on Audit (COA), Government Procurement Policy Board-Technical Support Office (GPPB-TSO), Department of Budget and Management – Procurement Service (DBM-PS), and to meet Performance Based Bonus (PBB) requirements.

The validity periods for appropriations are as follows:

Particulars	Validity	Legal Basis
FY 2024, GAA, R.A. No. 11975 (Programmed Appropriations)	for release, obligation and disbursement	December 31, 2024
FY 2023 GAA, R.A. No. 11936 (Continuing Appropriations)	for release, obligation and disbursement	December 31, 2024

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.

PRs submitted after the deadlines **will be referred back to the end-user units**, with potential processing deferred to CY 2025, subject to approval and availability of funds. Requests for consideration of late submissions may be made by end-users, **subject to the approval of the Secretary**.

For information and STRICT compliance.


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