



JAN 22 2024

MEMORANDUM

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

FROM : THE UNDERSECRETARY FOR LEGAL AND ADMINISTRATION

**SUBJECT : GUIDELINES ON THE PREPARATION AND APPROVAL OF
PROJECT PROCUREMENT MANAGEMENT PLAN
(PPMP)/SUPPLEMENTAL/UPDATED/REVISED PPMP**

1. RATIONALE:

Section 7.3.2 of the 2016 revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) No. 9184 requires preparation of the PPMP by the end-user units reflecting the Department's priorities and objectives for the budget period. The PPMP is a planning tool containing the list of projects and/or requirements including corresponding estimated budgetary requirements of each end-user unit. It is used for resource and financial management, allowing the Department the flexibility to optimize the utilization of scarce resources.

This memorandum is being issued to prescribe the guidelines on the preparation and approval of the Project Procurement Management Plan (PPMP)/Supplemental/Updated/Revised PPMP and to establish a structured and transparent framework that enables the Department to achieve the procurement objectives while maintaining compliance, efficiency, and strategic alignment.

2. DEFINITION OF TERMS:

- a. **Indicative PPMP for Budget Proposal** - PPMP submitted in support of the budget proposal for the succeeding year.
- b. **Indicative PPMP based on the National Expenditure Program (NEP)** - Revision of the indicative PPMP consistent with the NEP or similar document, once the same is approved.
- c. **PPMP** - PPMP in accordance with the approved budget (i.e., General Appropriation Act, Corporate Budget, appropriation ordinance, as the case may be).
- d. **Updated/Revised PPMP** - Reflects the changes made in the PPMP (i.e., additional projects or update on the details of items in the latest PPMP).
- e. **Supplemental PPMP** - Contains additional projects supplemental to the latest PPMP (i.e., projects to be included without necessarily revising the whole PPMP). This forms part of the latest PPMP.

3. GENERAL GUIDELINES

- a. The end-user or implementing units shall formulate their respective PPMPs for their different programs, activities, and projects (PAPs). The PPMP shall include:
 - i. Information whether PAPs will be contracted out, implemented by administration in accordance with the guidelines issued by the GPPB;
 - ii. the type and objective of contract to be employed;
 - iii. the extent/size of contract scopes/packages;
 - iv. the procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced as provided in Section 7.3.3 of the IRR of RA 9184;
 - v. the time schedule for each procurement activity and for the contract implementation; and
 - vi. the estimated budget for the general components of the contract.

The end-user or implementing units shall be responsible for the preparation of all documents necessary for the procurement activity, including but shall not be limited to the technical specifications, scope of work, or terms of reference. **End-users or implementing units must undertake market research and obtain as much information about the Goods, Services, or knowledge as necessary to understand the market or industry.**

- b. The PPMPs shall then be submitted to the Budget Division within the prescribed deadline set by the same office for evaluation in order to ensure consistency with the Department 's budget proposal and compliance with existing budgeting rules and endorse the same to the Office of the Director for Administrative Service for approval.
- c. The Approved PPMPs included in the budget proposal shall be forwarded to the Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), the BAC Secretariat, for consolidation into an APP, and to the BAC for final recommendation of the appropriate procurement modality.
- d. The APP shall then be subject for approval of the Secretary or her duly authorized representative.

4. PROCEDURE FOR THE PREPARATION AND APPROVAL OF SUPPLEMENTAL/UPDATED/REVISED PPMP

- a. The end-user or implementing units shall be responsible for the changes in the PPMP through the preparation of Supplemental/Updated/Revised PPMP.
 - i. **Updated/Revised PPMP** - Reflects the changes made in the PPMP (i.e., additional projects or update on the details of items in the latest PPMP).
 - ii. **Supplemental PPMP** - Contains additional projects supplemental to the latest PPMP (i.e., projects to be included without necessarily revising the whole PPMP). This forms part of the latest PPMP.

- b. The Supplemental/Updated/Revised PPMP shall be submitted to the PrMS-PSMD for assignment of control number and shall forward the same to the Budget Division. End-users or implementing units shall attach a covering memo reflecting the explanation for the changes made in the PPMP.
- c. The Budget Division shall review the Supplemental/Updated/Revised and endorse the same to the Office of the Director for Administrative Service for approval.
- d. The PrMS-PSMD to consolidate the Supplemental/Updated/Revised PPMPs into an Updated APP subject to the approval of the Secretary or his duly authorized representative and shall likewise submit to the Government Procurement Policy Board (GPPB) within the prescribed timeline.
- e. End-user or implementing units shall be limited to submit a maximum of two (2) Supplemental/Updated/Revised PPMPs within a year or once every semester, otherwise, a justification approved by its respective Service Director/Head of Office must be attached to the succeeding Supplemental/Updated/Revised PPMPs.

5. PRESCRIBED FORMS

Prescribed forms may be downloaded by scanning the QR code below:



6. EFFECTIVITY

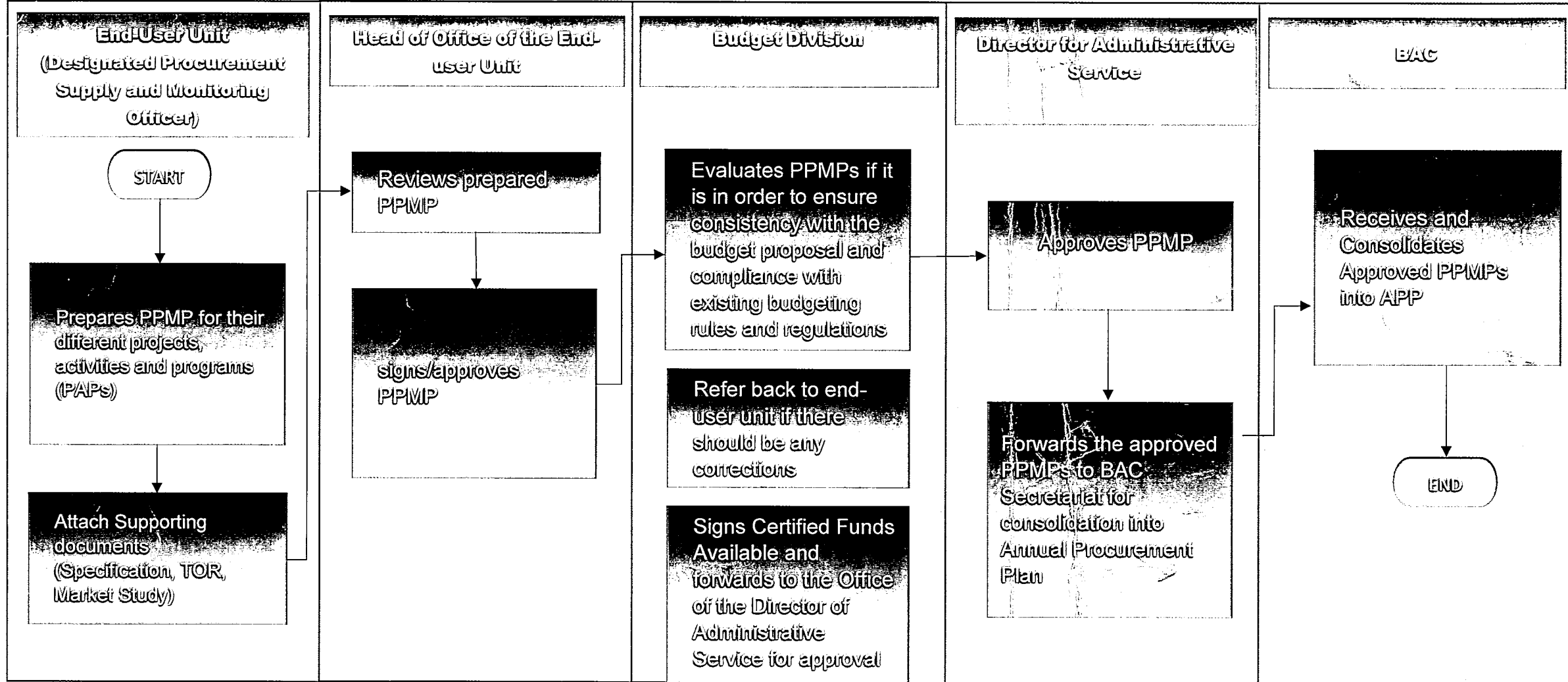
This shall supersede the issued Memorandum dated 05 October 2020 approved by the undersigned on the Streamlining and Process Improvement specifically, in the reduction of signatories and number of steps for the approval of Project Procurement Management Plan (PPMP) and shall take effect immediately upon issuance.


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

DENR-CENTRAL OFFICE

Property and Supply Management Division-Procurement Management Section (PSMD-PrMS)

PROCESS FLOW FOR PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) PREPARATION AND APPROVAL



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Republic of the Philippines
Department of Environment and Natural Resources
Agriculture, Fisheries and Forestry
Department Office, 6th Floor, Department Building, 668
A. Alameda Street, Ermita, Manila 1200
Fax: (632) 739-5000
Website: <http://www.denr.gov.ph>

MEMORANDUM

FOR : **THE UNDERSECRETARY**
Legal, Administration, Human Resources and Legislative Affairs

FROM : **THE OIC ASSISTANT SECRETARY**
Administration and Human Resources

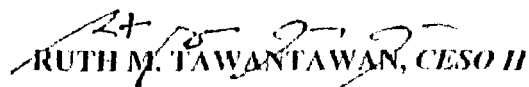
SUBJECT : **STREAMLINING AND PROCESS IMPROVEMENT SPECIFICALLY, IN THE REDUCTION OF SIGNATORIES AND NUMBER OF STEPS FOR THE APPROVAL OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

DATE : 05 October 2020

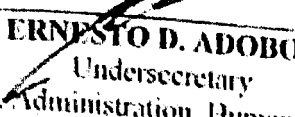
To strengthen the performance of the office and to streamline and improve the processing of Project Procurement Management Plan (PPMP), the following signatories in the PPMP forms is recommended:

1. Prepared by – Head of Requesting Office
2. Evaluated by – PSMD Chief
3. Recommended by – Director, Administrative Services
4. Certified Funds Available – Accounting Chief/Budget Chief
5. Approved by – Assistant Secretary for Finance

We are respectfully requesting to include in the revision of Manual of Authorities the aforementioned. Meantime, we are requesting that this be implemented as soon as possible to address the current concern of dual authority that it be signed by the Assistant Secretary for Administration and Finance.


RUTH M. TAWANTAWAN, CESO II

Approved Disapproved


ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary
Legal, Administration, Human Resources
And Legislative Affairs

Cc: The Director, Administrative Services