



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



MEMORANDUM

FOR/TO : All End-User Units / Committees
DENR-Central Office

FROM : The Assistant Secretary for Administration

SUBJECT : REITERATION OF MEMO 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 : 12 SEP 2024

This is to reiterate Memorandum No. 2024-163 dated 14 February 2024 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 2024, extension of availability of GAA 2023, and in line with the issuance of **National Budget Circular (NBC) No. 592** dated 2 January 2024: **Guidelines on the Release of Funds for Fiscal Year (FY) 2024** issued by the Department of Budget and Management, the following **cut-off dates for numbering the Purchase Requests (PRs) and deadline for submission of complete procurement documents MUST BE STRICTLY OBSERVED** in order to facilitate timely processing of your procurement projects as programmed in your approved PPMP for CYs 2023, 2024, and 2025:

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

In this regard, you are hereby directed to process and submit your PR for your procurement requirements attached with complete required documents specified in the Memorandum No. 2023-1083, 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 Commission on Audit (COA), Government Procurement Policy Board-Technical Support Office (GPPB-TSO), Department of Budget and Management –Procurement Service (DBM-PS) and Performance Based Bonus (PBB) requirements.

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

Particulars		Validity	Legal Basis
FY 2024, GAA, R.A. No. 11975 (Programmed Appropriations)	for release, obligation and disbursement	December 31, 2025	RA No. 11975 & Section 3.3 of NBC No. 592 dated 2 January 2024
FY 2023 GAA, R.A. No. 11936 (Continuing Appropriations)	for release, obligation and disbursement	December 31, 2024	Section 70 of General Provisions of FY 2024 GAA & Section 3.3 of NBC No. 592 dated 2 January 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 specified deadline **will be referred back to end-user units**, with potential processing taking place in CY 2025, pending approval and subject to the availability of funds. Requests for considerations related to late submissions of PRs may be made by end-users, **subject to the approval of the Secretary.**

For information and STRICT compliance, please.


RUTH M. TAWANTAWAN, CESO II



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



MEMORANDUM

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

FROM : The Undersecretary
Legal and Administration

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

DATE : 14 February 2024

Pursuant to the approval and effectivity of Government Appropriations Act (GAA) for CY 2024, extension of availability of GAA 2023, and in line with the issuance of National Budget Circular (NBC) No. 592 dated 2 January 2024: *Guidelines on the Release of Funds for Fiscal Year (FY) 2024* issued by the Department of Budget and Management, the following cut-off dates for numbering the Purchase Requests (PRs) and deadline for submission of complete procurement documents **MUST BE STRICTLY OBSERVED** in order to facilitate timely processing of your procurement projects as programmed in your approved PPMP for CYs 2023, 2024, and 2025:

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

In this regard, you are hereby directed to process and submit your PR for your procurement requirements attached with complete required documents specified in the Memorandum No. 2023-1083, 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 Commission on Audit (COA), Government Procurement Policy Board-Technical Support Office (GPPB-TSO), Department of Budget and Management -Procurement Service (DBM-PS) and Performance Based Bonus (PBB) requirements.

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FY 2023 GAA, R.A. No. 11936 (Continuing Appropriations)	for release, obligation and disbursement	December 31, 2025	Section 70 of General Provisions of FY 2024 GAA & Section 3.3 of NBC No. 592 dated 2 January 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 specified deadline will be referred back to end-user units, with potential processing taking place in CY 2025, pending approval and subject to the availability of funds. Requests for considerations related to late submissions of PRs 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