



Republic of the Philippines  
Department of Education  
REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

July 9, 2026

OFFICE MEMORANDUM

No. Ne3, s. 2026

**LAST CALL FOR SUBMISSION OF PURCHASE REQUEST FOR  
JULY TO DECEMBER 2026, THIS DIVISION**

To: Assistant Schools Division Superintendents,  
Chiefs, Functional Division,  
Unit Heads  
All Concerned Personnel

1. Pursuant to the mandatory requirements of RA No. 12009 and its IRR for proper procurement planning, and utilization of NGPA forms, the GPPB-TSO Advisory No. 002, s. 2026 with subject *Submission of Annual Procurement Plan and Procurement Monitoring Report*, which mandates preparation and consolidation of the Annual Procurement Plans and submission of Procurement Monitoring Reports, and DepEd Regional Office VIII Office Memorandum No. 274, s. 2026 directing advance submission of procurement documents to ensure timely procurement planning.
2. Therefore, to ensure the timely procurement of goods and services by this Office for **July to December 2026**, all concerned offices are hereby directed to submit **complete** and **approved procurement documents on or before July 15, 2026**, to the Procurement Office.
3. All concerned are hereby advised that from **July 15, 2026**, to **July 31, 2026**, except for special cases determined by the Head of Procuring Entity, the Procurement Office shall temporarily suspend acceptance of **new/additional Purchase Requests** to allow ample time and resources for the procurement personnel to:
  - a. Prepare and submit the **Procurement Monitoring Report (PMR)** to the Government Procurement Policy Board (GPPB),
  - b. Preparation/updating of the **Supplemental APP for CY 2026** and
  - c. Consolidation of the **Annual Procurement Plan (APP) for CY 2027**
4. For your information and strict compliance.

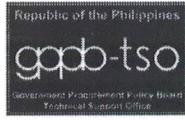
**GAUDENCIO C. ALJIBE, JR., CESO V**  
Schools Division Superintendent  
Head of Procuring Entity

DepEd Northern Samar

RELEASED

By: \_\_\_\_\_

Date: 9 JUL 2026



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD  
TECHNICAL SUPPORT OFFICE**

**GPPB-TSO ADVISORY NO. 002**

Series 2026  
13 January 2026

**SUBMISSION OF ANNUAL PROCUREMENT PLAN AND  
PROCUREMENT MONITORING REPORT**

- 1.0 Section 7.7.5 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 (RA No. 12009), or the "New Government Procurement Act" (NGPA), mandates the End-User or Implementing Unit to finalize their respective Project Procurement Management Plans (PPMPs) to reflect the authorized budgetary allocation for their respective programs, activities, and projects (PAPs) as soon as the General Appropriations Act (GAA), corporate operating budget, or appropriation ordinance becomes final.
  - 1.1. The finalized PPMPs shall be submitted to the Bids and Awards Committee (BAC) Secretariat for consolidation into the final APP.
  - 1.2. The approved final APP shall be:
    - 1.2.1. Posted on the website of the Procuring Entity (PE); and
    - 1.2.2. Submitted to the Government Procurement Policy Board (GPPB) on or before the end of January of the budget year.
- 2.0 The GPPB, through Resolution No. 03-2025<sup>1</sup>, approved the Standard Forms for Procurement, including the new APP Form, in accordance with RA No. 12009 and its IRR. It was approved on 14 May 2025 and published in the Official Gazette on 23 July 2025.

Under the said Resolution, the Standard Forms shall be used for procurement projects under RA No. 12009 ninety (90) days from their publication, or starting 21 September 2025.

<sup>1</sup> GPPB Resolution No. 03-2025

<https://www.gppb.gov.ph/wp-content/uploads/2025/07/GPPB-Resolution-No.-03-2025.pdf>



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**ANNUAL PROCUREMENT PLAN SUBMISSION**

3.0 All PEs shall submit to the GPPB, through its Technical Support Office (TSO) their APPs as authorized under the 2026 GAA, corporate operating budget, or appropriation ordinance, including updated APP for CY 2025, using the new APP Form<sup>2</sup>.

The submission of the APPs shall be through Microsoft Forms at <https://forms.office.com/r/YFt05MRz55> which shall serve as the official portal for the submission of the APP, in accordance with the following schedule:

<b>APP Type</b>	<b>Schedule of Submission</b>
<b>Updated APP for the 2nd Semester of CY 2025</b> (all procurement projects, including revisions/ amendments and/or additional items from <b>January to December 2025</b> )	On or before end of January 2026
<b>Approved Final APP for CY 2026</b> (based on enacted GAA, approved operating budget, or appropriation ordinance)	On or before end of January 2026
<b>Updated APP for the 1st Semester of CY 2026</b> (All procurement projects, including revisions/ amendments and/or additional items from <b>January to June 2026</b> )	On or before end of July 2026
<b>Updated APP for the 2nd Semester of CY 2026</b> (All procurement projects, including revisions/ amendments and/or additional items from <b>January to December 2026</b> )	On or before end of January 2027

<sup>2</sup> [https://www.gppb.gov.ph/wp-content/uploads/2025/10/NGPA\\_Indicative-Final-Updated-APP.pdf](https://www.gppb.gov.ph/wp-content/uploads/2025/10/NGPA_Indicative-Final-Updated-APP.pdf)

- 3.1. For purposes of determining compliance, the APP shall be:
  - 3.1.1. Duly approved by the Head of the Procuring Entity (HoPE);
  - 3.1.2. Prepared using the new APP Form prescribed by the Board under GPPB Resolution No. 03-2025;
  - 3.1.3. Accompanied by a Certificate of Posting issued by the Head of the BAC Secretariat;
  - 3.1.4. Submitted in Excel File (.xls) and .pdf file format; and
  - 3.1.5. Submitted on or before the deadline.

**PROCUREMENT MONITORING REPORT**

- 4.0 For the second semester of CY 2025 and for subsequent semesters and pending the issuance of the new Procurement Monitoring Report (PMR) form, all PEs shall continue using the existing PMR form,<sup>3</sup> consistent with Circular No. 01-2025.<sup>4</sup>
  - 4.1. The PMR shall be approved and submitted by the HoPE to the GPPB on a semestral basis pursuant to Section 42.1 (k) of the IRR of RA No. 12009.
  - 4.2. The PMR shall be submitted through Microsoft Forms at <https://forms.office.com/r/vZ0VEYz53W>, in accordance with the following schedule:

<b>PMR Type</b>	<b>Schedule of Submission</b>
Approved PMR for <u>CY 2026</u> 1 <sup>st</sup> Semester	On or before end of July 2026
Approved PMR for <u>CY 2026</u> 2 <sup>nd</sup> Semester	On or before end of January 2027

- 4.3. For purposes of determining compliance, the PMR shall be:
  - 4.3.1. Duly approved by the HoPE;
  - 4.3.2. Prepared using the existing PMR Form prescribed by the Board under the 2016 revised IRR of RA No. 9184;

<sup>3</sup> May be downloaded from the GPPB website at <https://www.gppb.gov.ph/ra-9184-standard-forms/>

<sup>4</sup> Dated 18 September 2025, entitled "Policy Guidance on Section 113 (Transitory Provision) in Relation to Section 115 (Repealing Clause) of Republic Act No. 12009 and its Implementing Rules and Regulations

- 4.3.3. Accompanied by a Certificate of Posting issued by the Head of the BAC Secretariat;
- 4.3.4. Submitted in Excel File (.xls) and .pdf file format; and
- 4.3.5. Submitted on or before the deadline.

## **SUBMISSION PROTOCOLS AND HANDLING OF QUERIES**

- 5.0 For submission and security purposes, PEs shall submit only the shareable link to their APP and PMR file folder, including the Certificate of Posting, uploaded to any cloud storage platform accessible to the PE (e.g., OneDrive, Google Drive, Dropbox).

PEs should ensure that the uploaded file folder has appropriate access permissions to allow the GPPB-TSO, to review, validate, and consolidate submissions efficiently. To avoid concerns, PEs are encouraged to verify that the shared link opens correctly and that files are accessible.

- 6.0 Beginning CY 2026, all APP and PMR submissions shall be made exclusively through the prescribed Microsoft Form. Accordingly, APP and PMR submitted via email shall no longer be accepted.

The PMR for the Second Semester of CY 2025 shall, however, continue to be submitted via email. PEs that have already submitted their Updated APP for CY2025 Second Semester and Final APP for CY 2026 via email are directed to re-submit the same to the link provided under Item 3.0 hereof.

- 7.0 Queries and/or clarifications related to this Advisory may be submitted via Microsoft Forms at <https://forms.office.com/r/ghcTbnyseH> or directed to the Public Assistance Team of the GPPB-TSO at (02) 5322-6BAC (6222).
- 8.0 The GPPB-TSO, through its Performance Monitoring Division B, shall adopt the 3-7-20 day rule established by the Anti-Red Tape Authority (ARTA) in responding to queries:

- 8.1.1. Simple queries - addressed within three (3) working days, referring to inquiries related to the proper preparation and submission of required forms.

8.1.2. Complex queries - addressed within seven (7) working days, referring to inquiries requiring revalidation or further verification of compliance with submission requirements.

8.1.3. Highly-Complex - addressed within twenty (20) working days, referring to inquiries that require coordination with other offices of the GPPB-TSO.

9.0 For information and compliance.



Digitally signed by  
Sofia C. Yanto-Abad

**ATTY. SOFIA C. YANTO-ABAD**  
*Officer-in-Charge, GPPB-TSO*