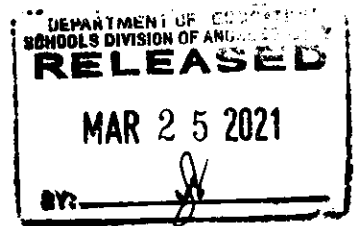




Republic of the Philippines  
**Department of Education**  
Region III  
**Schools Division of Angeles City**



March 23, 2021

**DIVISION MEMORANDUM**  
No. **071** s. **2021**

**DIVISION PROCUREMENT MANAGEMENT TEAM**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Division Unit Heads  
Public Elementary and Secondary School Heads

1. In compliance to Regional Memorandum No. 90, s. 2021, the following will compose (PMT) the Division Procurement Management Team:

Chairman: Ma. Irelyn P. Tamayo, PhD, CESE  
OIC-Schools Division Superintendent

Vice-Chair: Fernandina P. Otchengco, PhD, CESE  
Assistant Schools Division Superintendent

Members: Lyn V. Lansangan, EdD  
Chief, School Governance and Operation and Operations Division

Ma. Esperanza S. Malang  
OIC- Chief, Curriculum Implementation Division

Secretariat: Ma. Leonora Vinoya  
SEPS, Planning & Research

Amel Guevarra  
Division Budget Officer

Paul Nikon Alcayro  
Legal Officer

Armin Tayag  
Supply Officer

2. The Division Procurement Management Team Shall have the following roles and responsibilities:

2.1. Lead in the preparation of the Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP);

2.2. Ensure that all procurement shall be within the approved budget of the Procuring Entity;



CN 2021-05  
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2.4. Ensure that the following procurement activities are done as scheduled:

Activity	Timeline
Preparation of the Work and Financial Plan (WFP)	1 <sup>st</sup> Week of September
Uploading of WFP to PMIS *Note: Schools are not yet implementing the PMIS ; Localized WFP Template may be used instead	3 <sup>rd</sup> Week of September
Preparation of the PPMP, APP	Last Week of September
Submission of APP-CSE to DBM Procurement Service	On or before November 29 of the current year
Submission of the ensuing year APP-non- CSE to GPPB	On or before December 31 of the current year
Submission of Early Procurement Activities (EPA) to GPPB	Within 30 days after the approval of the GAA

2.5. Ensure the compliance and timely submission of documentary requirements to appropriate agencies (COA, DBM, GGPB, DepEd among others);

2.6. Disseminate important guidelines, circulars, and policy issuance relative to procurement to the SDOs and /or schools;

2.7. Act appropriately on request, clarifications and make judicious decisions relative to procurement issues and concerns;

2.8. Conduct meetings and ensure that agreements are adhered to;

2.9. Ensure that the BAC and those involved in the procurement are capacitated in terms of the preparation of the PPMP, APP and WFP; and

2.10. Perform other related functions

3. For the school level, the PMT shall be composed of the following;

	IUs	Non. IUs
Chairman	School Principal	School Head
Vice. Chair	Department Head (Selected by the School Principal)	
Members	Department Heads and Faculty President	Faculty President and Book Keeper in Charge of the Cluster
Secretariat	Supply Officer & Book Keeper	Property Custodian

4. Immediate dissemination of and strict compliance to this Memorandum is desired.

*30 tamayo*  
**MA. IRELYN P. TAMAYO PhD, CESE**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

cal/sgod/yfp  
 Control No: \_\_\_\_\_



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