



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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Tel. No.: 446-6138 Fax: (074) 442-7



DIVISION OF BAGUIO CITY

AUG 14 2018

RELEASED

DIVISION MEMORANDUM NO. 337, S. 2018

TO : All Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Administrative Officers
Division Accounting Services Personnel
Division Bids and Awards Committee
Division BAC Secretariat, and
All Others Concerned

FROM : **FEDERICO P. MARTIN, Ed.D., CESO VI**
Schools Division Superintendent/
Head of Procuring Entity (HoPE)

SUBJECT : **Submission of 2019 Indicative Annual Procurement Plan (APP) with Work Financial Plan (WFP) and Project Procurement Management Plan (PPMP), and Annual Procurement Plan – Common-Use Supplies and Equipment (APP-CSE) for 2019**

DATE : August 13, 2018

Submission of FY 2019 Indicative APP and APP-CSE for 2019 are requirements for the grant of the 2018 Performance-Based Bonus (PBB). Thus, pursuant to Memorandum Circular No. 2018-1 issued by the Administrative Order No. 25, s. 2011 Secretariat, PS-PhilGEPS Advisory No. ADV2018-0007, and the agreement between and among the three functional divisions of the DepEd – Division of Baguio City last July 30 and 31, 2018 during the DO Workshop on RA 9184, the deadline for the submission of the following shall be on or before August 17, 2018:

1. 2019 Indicative APP, including the relevant
 - a. WFP
 - b. PPMP, andin digital format, email to depedbaguiocity@gmail.com; or through USB submit to any member of the BAC Secretariat
2. APP-CSE for 2019 – hard copy and submit to any personnel of ICT Unit

The BAC Secretariat will consolidate the abovementioned reports and shall submit the consolidated APPs to the BAC on or before August 24, 2018 for their review. It shall be submitted to the undersigned for final approval before its submission to the Department of Budget and Management (DBM) and PhilGEPS, and their posting in the Division Office's Transparency Seal page on or before August 31, 2018.

Immediate and wide dissemination of and strict compliance with this Order is directed.


FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V
Schools Division Superintendent