



Republika ng Pilipinas
Department of Agriculture
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
EDSA, Diliman, Quezon City
Philippines

TELEPHONE NOS: (0632)- 929-6071 TO 78
Telefax No: (0632)- 926-2846
TIN No. 000-916-415

MC No. 13

MEMORANDUM CIRCULAR

**TO: The SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,
DEPARTMENT/ OPERATIONS MANAGERS, REGIONAL MANAGERS,
PROJECT MANAGERS, DIVISION MANAGERS OF IRRIGATION MANAGEMENT OFFICES
and ALL OTHERS CONCERNED**

SUBJECT: SUBMISSION OF PPMP FOR CY 2015 AND SUPPLEMENTAL PPMP FOR CY 2014

This is to reiterate Memorandum Circular (MC) No. 48 Series of 2011 dated October 4, 2011 entitled Submission of PPMP for CY 2012 and succeeding years whereby the deadline of submission of **Project Procurement Management Plan (PPMP)** by every end-user Office/Units to the **Budget and Revenue Division, Central Office** for the **succeeding year** shall not be later than the **July 15 of the current year** which deadline shall continue every year thereafter unless revoked by a subsequent MC. Hence, submission of **PPMP for CY 2015** shall be **on or before July 15, 2014**.

On the other hand, submission of **Supplemental PPMP for CY 2014** shall be not later than **June 30, 2014** per NIA Board of Directors Resolution No. 7994-14 Series of 2014.

Be reminded that late submission of PPMP delays consolidation and approval of the Annual Procurement Plan (APP) for the Agency and consequently, planned procurements for the period will likewise be unduly delayed. Moreover, no procurement shall be undertaken unless it is in accordance with the approved APP of the procuring entity. Hence, the respective PPMP's of all responsibility centers shall be submitted within the required period.

PPMP shall be submitted in **soft copy** by sending an e-mail to niaco_procurement@gmail.com as well as in **hard copy** to the Budget and Revenue Division, Central Office. The Budget and Revenue Division, Central Office, shall forward the same to the Procurement and Property Division after evaluation of each end-user's submitted PPMP and inclusion in the Agency's budget proposal within three (3) days from receipt of PPMP from respective end-user Office/Units.

For uniformity, a pro-forma PPMP is provided hereto (Annex "A") or the same may be downloaded at the NIA website.

Failure of responsible officials to comply with the foregoing shall constitute violation of reasonable office rules and regulations and shall be dealt with in accordance with Civil Service Law, rules and regulations under Rule 10 Section 46 Item (F)(3) of the Revised Rules on Administrative Cases in the Civil Service on penalties.

For strict compliance


CLARO V. MARANAN
Administrator

March 27, 2014.

