



Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS:

NATIONAL GOVERNMENT CENTER
E. DELOS SANTOS AVENUE
QUEZON CITY
PHILIPPINES

TELEPHONE NOS.:

TELE FAX NO.:

WEBSITE :

TIN NO.:

929-6071 to 78

921-3906

www.nia.da.gov.ph

000-916-415

MC No. 81, s. 2007

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT MANAGERS, REGIONAL/OPERATIONS MANAGERS, DIVISION MANAGERS, PROJECT MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS, BAC AND ALL OTHERS CONCERNED

SUBJECT : SUPPLEMENTAL MC TO MC # 3, S. 2004 ON SUBMISSION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Records will show that some responsibility centers in the project, regional, provincial and system level do not comply with MC # 3, s. 2004 re – submission of Annual PPMP to the BAC Secretariat, PPRD Central Office for consolidation into an APP.

Hence, it is reiterated that:

1. Deadline of submission shall be not later than 3rd week of every January.
2. BAC Secretariat of Regional Office shall consolidate the PPMPs of regional, provincial and system offices. The PPMP shall be in hard copy and soft copy using Microsoft Excel in the prescribed format indicating total cost/s.
3. Project Office shall course its PPMP to the Project Monitoring Office (PMO) for review prior to submission to Central Office.
4. Updating and submission of Supplemental PPMP shall be undertaken every six (6) months or as often as may be required by the Head of procuring office.
5. No procurement shall be undertaken which is not included in the approved APP.
6. Authority of the Board shall be secured if procurement is not within MC No. 50. s. 2002 on Delegation of Authority.

Violation of item nos. 1-3 shall be subject to:

- | | | |
|-------------------------|---|--------------------|
| 1 st Offense | - | Warning |
| 2 nd Offense | - | Reprimand |
| 3 rd Offense | - | Suspension of RATA |

Violations of item nos. 4-5 shall be dealt with administratively in accordance with the CSC and GPPB rules and regulations.

For information and strict compliance.


MARCELINO V. JUGOAN, JR. Ph.D
Administrator

7 December : 2007