



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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OUR REFERENCE:

MC No. 2

**MEMORANDUM CIRCULAR**

**TO : The Senior Deputy Administrator, Deputy Administrators  
Department Managers, Regional Irrigation Managers,  
Operations Managers, Project Managers, Irrigation  
Management Officers, BAC and All others Concerned**

**SUBJECT : SUBMISSION OF PROJECT PROCUREMENT  
MANAGEMENT PLAN (PPMP)**

Submission of PPMP's by responsibility centers in the Project, Regional and IMO level as provided for under MC # 3, Series of 2004 shall continue with certain changes under the Revised IRR of R.A 9184 which took effect on September 2, 2009, as follows:

**"Section 7.3.2** - The end -user units of the procuring entity shall prepare their respective Project Procurement Management Plan (PPMP)";

**"Section 7.3.3** – The PPMP shall then be submitted to the procuring entity's Budget Office. The procuring entity's Budget Office shall evaluate each end-user's submitted PPMP and, if warranted, include it in the procuring entity's budget proposal for approval by the head of the procuring entity";

**"Section 7.3.4** – After the budget proposal has been approved by the Head of the procuring entity, the procuring entity's Budget Office shall furnish a copy of the procuring entity's budget proposal as well as the corresponding PPMP's to the BAC Secretariat for its review and consolidation into the proposed APP";

**"Section 7.3.5** – As soon as the GAA or corporate budget becomes final, the end user units shall revise and adjust the PPMP to reflect the budgetary allocation for their respective PAP's. The revised PPMP's shall be submitted to the BAC through its Secretariat, for the finalization of the modes of procurement under the proposed APP";



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Submission of PPMP

**"Section 7.4** - Updating of the individual PPMP's and the consolidated APP for each procuring entity shall be undertaken every six (6) months or as often as may be required. The updating of PPMP's shall be the responsibility of the respective end-user units of the procuring entities, while the consolidation of these PPMP's into an APP shall be lodged with the BAC Secretariat, subject to the approval of the procuring entity".

***\* Deadline of submission by RIM's, OM's, PM's and IMO's of their respective PPMP's to the Budget Office, Central Office for the succeeding year (2012) , shall not be later than July 15 of the current year . Said deadline shall continue every year thereafter unless revoked by a subsequent MC;***

\* After review by the Budget Office, Central Office, the PPMP's shall then be forwarded to the BAC-B Secretariat , Administrative Department, Central Office for review and consolidation into the proposed APP and thereafter transmitted to the Administrator for approval pursuant to Par. B Title III of MC 68, Series of 2010 dated December 28, 2010 on Revised Delegated Authorities ;

PPMP's to be submitted shall be in hard copy and soft copy using Microsoft excel in the prescribed format indicating cost/s thereon;


IMO's shall course their PPMP's to the BAC Secretariat of the Regional Office concerned for review and consolidation prior to submission to Central Office;

Project Offices shall course their PPMP's to the Project Monitoring Office (PMO) for review prior to submission to Central Office;

No procurement shall be undertaken which is not included in the approved APP;

Authority of the Board shall be secured in procurements that are beyond those authorized under MC 68 (Revised Delegated Authorities), Series of 2010 dated December 28, 2010.

For your information and strict compliance.

  
**ANTONIO S. NANGEL**  
Administrator

January 19, 2011