



Republika ng Pilipinas  
**National Irrigation Administration**  
(Pambansang Pangasiwaan ng Patubig)  
Lungsod ng Quezon



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MC No 02

**MEMORANDUM CIRCULAR**

**TO : THE DEPUTY ADMINISTRATORS, DEPARTMENT/PROJECT/REGIONAL MANAGERS, DIVISION/IMO MANAGERS AND ALL OTHERS CONCERN**

**SUBJECT : SUBMISSION OF PPMP AND APP FOR CY 2018 AND SUCCEEDING YEARS**

**DATE : 15 December 2016**

In line with the Revised Implementing Rules and Regulations (IRR) of RA 9184 Section 7.1 to wit:

**“All procurement shall be within the approved budget of the Procuring Entity (PE)....”**

All meals/food for the meetings to be conducted by each Office **must be included** in your Project Procurement Management Plan (PPMP).

And to give enough time for our Budget Division, Financial Management Department to evaluate/prepare their budget proposal for CY 2018, be informed that the **new deadline** schedule for submission of Project Procurement Management Plan (PPMP), Annual Procurement Plan (APP) and Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for **CY 2018** and the succeeding years should be not later than **31<sup>st</sup> of March 2017** and every year thereafter, unless amended/revoked.

In this regard, for proper preparation and timely submission of the above stated, a **“Planning Session”** will be conducted every first week of March.

Upon approval of our budget proposal by the Administrator, the Budget Division, will forward the **PPMP, APP and APP-CSE** to the Procurement Section, Procurement and Property Division, Administrative Department, on or before the **15<sup>th</sup> of April 2017** for consolidation into Annual Procurement Plan (APP), ready for submission to Government Procurement Policy Board (GPPB) not later than **31<sup>st</sup> of August 2017**.

Moreover, the end-user Office/Unit should submit in **Excel Form** one (1) soft copy thru e-mail at [niaco.procurement@gmail.com](mailto:niaco.procurement@gmail.com), and two (2) hard copies addressed to Budget Division and the Procurement Section.

For strict compliance.

*PJT*

**PETER T. LAVIÑA**  
Administrator