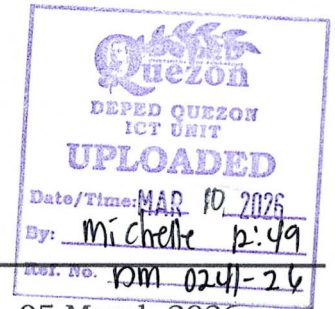




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 March 2026

DIVISION MEMORANDUM

No. 0241, s. 2026

**SUBMISSION OF PROCUREMENT REPORTS AND SUPPORTING FORMS
AND TEMPLATES**

TO- Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
School Heads
BAC Chairpersons and Members/Secretariats
Implementing Units (IUs)
All Others Concerned

1. Pursuant to the **Implementing Rules and Regulations (IRR) of Republic Act No. 9184/RA 12009** and **DepEd Order No. 8, s. 2019**, and in line with strengthening school-based procurement planning, monitoring, and compliance with existing government procurement policies, this Memorandum is issued to provide guidance on the preparation, evaluation, and submission of the Project Procurement Management Plan (PPMP), Annual Procurement Plan (APP), and Project Monitoring Report (PMR)

2. **Terms of Reference (TOR):**

- **ABC (Approved Budget for the Contract)**- Defined under **Section 5(a) of RA 12009**, the ABC is the maximum budget for a procurement project approved by the Head of the Procuring Entity (HoPE). It serves as the ceiling for bid prices and is indicated in the PPMP and APP.
- **AO II (Administrative Officer II)**- A School-level officer in DepEd tasked with evaluating PPMPs of Non-IUs, ensuring consistency with the Procuring Entity's budget proposal and compliance with existing rules.
- **APP (Annual Procurement Plan)**- A consolidated plan of all PPMPs, serving as the basis for procurement activities within the fiscal year. Required under **Section 7.7.5 of the IRR of RA 12009**, the APP must be submitted to the GPPB and posted publicly.
- **ADAS (Administrative Assistant)**- Staff member assisting in the evaluation of PPMPs for Non-IUs, supporting administrative and procurement-related functions in line with DepEd administrative staffing standards.
- **AIP (Annual Implementation Plan)**- A school-level plan derived from the **School Improvement Plan (SIP)**, outlining annual targets, programs, and

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |

(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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activities. It serves as the basis for identifying procurement needs in the PPMP.

- **BAC (Bids and Awards Committee)**- Established under **Section 11 of RA 9184**, the BAC is responsible for ensuring compliance with procurement laws, recommending procurement modalities, and overseeing bidding processes in each school.
- **BAC Members**- Composed of at least five officials designated by the HoPE, including a Chairperson, Vice-Chairperson, and members from administrative, legal, finance, and technical areas, as required under **RA 12009 IRR Section 41.2**.
- **BAC Secretariat**- Provides administrative and technical support to the BAC, including documentation, record-keeping, and preparation of procurement reports. Its role is defined under **Section 44 of the IRR of RA 12009**.
- **End-User**- refers to the employee or organic office within the organization of the Procuring Entity that identifies, plans, prepares, designs and implements the procurement project based on the requirements or needs of the agency in accordance with its mandate
- **Final PPMP**- The revised and approved PPMP reflecting actual budgetary allocations under the **General Appropriations Act (GAA)**. Endorsed by the BAC, it becomes the basis for the final APP.
- **GPPB (Government Procurement Policy Board)**- Established under **Section 63 of RA 9184**, the GPPB formulates and amends procurement policies, issues standard forms and templates, and monitors compliance of procuring entities.
- **HoPE (Head of the Procuring Entity)**- Defined under **Section 5(q) of RA 12009**, the HoPE is the official with authority to approve the APP, sign contracts, and ensure compliance with procurement laws. For schools, this is typically the School Head.
- **Indicative PPMP**- The initial version of the PPMP prepared by end-users based on the **National Expenditure Program (NEP)**. It serves as the basis for early procurement planning prior to the enactment of the GAA.
- **IU (Implementing Unit)**- Schools with fiscal autonomy and authority to manage their own funds and procurement activities. Defined in **DepEd Order No. 8, s. 2019** as schools directly receiving MOOE allocations.
- **Market Scoping** - is a preliminary process wherein the Procuring Entity collects relevant market information to understand the supply environment, identify potential suppliers, evaluate available products or services, and assess relevant market trends in order to develop a comprehensive and realistic PPMP, and to ensure that the Procuring Entity clearly understands the market conditions, supplier capabilities, pricing trends, and any potential risks that may affect procurement decisions. It is a mandatory requirement under **Section 10 of RA 12009**.

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- **NEP (National Expenditure Program)**- The proposed national budget prepared by the **DBM** and submitted to Congress. It serves as the basis for Indicative PMPs and APPs prior to the approval of the GAA.
 - **Non-IUs (Non-Implementing Units)**- Schools without fiscal autonomy; Draw cash advance from their SDO and disburse funds in accordance with the existing budgeting, accounting, procurement, and auditing rules and regulations; Manages their own procurement activities Defined in **DepEd Order No. 8, s. 2019**.
 - **PMR (Procurement Monitoring Report)**- A report required under **Section 42.1(k) of the IRR of RA 12009** and GPPB guidelines, submitted semi-annually to monitor the status of procurement activities and fund utilization.
 - **PPMP (Project Procurement Management Plan)**- A document prepared by end-user units or implementing units detailing specific procurement projects, schedules, and funding sources. Required under **Section 7.7.1 of RA 12009**, it ensures linkage between procurement planning and budgeting.
 - **Procuring Entity**- Defined under **Section 5(aa) of RA 12009**, refers to any branch, department, bureau, office, agency, or instrumentality of the government, including SUCs, GOCCs, GFIs, and LGUs procuring Goods, Infrastructure Projects, and Consulting Services.
 - **SIP (School Improvement Plan)**- A three-year plan prepared by schools under DepEd guidelines, outlining long-term goals, strategies, and programs. The SIP serves as the foundation for the AIP and subsequently the PMP.
3. All concerned offices and schools are hereby directed to use the **prescribed forms and templates** for the following:
- **Annual Procurement Plan (APP)**
 - **Project Procurement Management Plan (PPMP)**
 - **Procurement Monitoring Report (PMR)**
 - **Market Scoping Form** - The official and updated forms may be downloaded from the **Government Procurement Policy Board (GPPB)** website at gppb.gov.ph.

For convenience, copies of the said templates are likewise attached to this Memorandum.

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4. Process Flow for IUs and Non – IUs:

- End-user units shall prepare their **Indicative PPMPs** based on identified needs consistent with the **SIP** and **AIP**, aligned with the **NEP**.
- **Evaluation** - For IUs- Evaluated by the **Senior Bookkeeper**. • For Non-IUs- Evaluated by their respective **AO II** or **ADAS**.

** Check the ABC per month. It must tally with the amount presented in the AIP and must be covered by the Monthly Disbursement program of the school,*

** The Monthly Disbursement Program (MDP) & the FY 2026 NEP and FY 2026 GAA can be accessed thru the following links:*

▶ <https://tinyurl.com/FY2026MDP-NON-IUs>

▶ <https://tinyurl.com/FY2026NEP-GAA-SCHOOLS>

- Evaluated PPMPs shall be forwarded to the **BAC Secretariat** for consolidation into an **Indicative APP**.
- The **BAC Secretariat** shall prepare/consolidate APPs using the prescribed **GPPB format**.
- The **Budget Officer/Senior Bookkeeper** shall promptly forward a copy of the **GAA** to end-users once available.
- End-users shall revise and adjust PPMPs to reflect budgetary allocations under the **GAA**, producing the **Final PPMPs**, then resubmit to the **BAC Secretariat** for final recommendation of the appropriate procurement modality.
- The revised **APP** shall be approved by the **HoPE**.
- A copy of the approved **APP**, supported by **Final PPMPs**, shall be submitted immediately to the **audit team** to facilitate review and avoid suspension/disallowance.
- The **BAC** shall prepare the **PMR** reflecting procurement activities and fund utilization.

5. Submission Requirements

- **Annual Procurement Plan (APP)**- Submit to the **GPPB** on or before the end of January of the budget year, with a copy furnished to the **SDO Procurement Office** for monitoring purposes. Post on the website of the **Procuring Entity**

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(PE), the School's official **Facebook page**, or in any conspicuous place within the premises of the PE, whichever is available.

For CY 2026, **approved final APP, updated APP for the 1st Semester, and updated APP for the 2nd Semester**, submission shall be through **Microsoft Forms** at <https://forms.office.com/r/YFt05MRz55>.

- **Procurement Monitoring Report (PMR)**- Submit the approved **PMR** to the **GPPB** in both printed and electronic formats within **fourteen (14) calendar days** after the end of each semester. Post on the website of the **PE**, the School's official **Facebook page**, or in any conspicuous place within the premises of the PE, whichever is available.
- **Certification of Posting**- All **APP** and **PMR** submissions shall be supported by a **Certification of Posting**, signed by the **BAC Secretariat** of the concerned school or IU.

For guidance and strict compliance, all concerned are hereby directed to refer to **GPPB-TSO Advisory No. 002** on the submission of APP and PMR. A copy of the said Advisory is attached to this Memorandum.

6. **Monitoring**

- All procurement reports (**APP, PPMP, and PMR**) shall be furnished to the **SDO Procurement Office** for monitoring purposes.
- Reports must be submitted in **Excel and PDF formats**.
- Reports shall be sent to the official procurement email address- sdo.quezon.procurement@deped.gov.ph.

7. **Compliance with Procurement Laws and Mandatory Attendance to Trainings**

- All **BAC members and Secretariat** shall attend seminars on **RA 12009** and/or **RA 9184** to strengthen knowledge and expertise in procurement.
- Strict adherence to **procurement laws, rules, and regulations** under the **New Government Procurement Reform Act (RA 12009)/Revised IRR of RA 9184** must be observed.

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- For in-depth knowledge and continuous learning on **RA 12009/RA 9184** and **its IRR**, you may visit GPPB website at www.gppb.gov.ph.

For guidance and strict compliance.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

LORENA S. WALAN-ESTIMBAT, EdD.

OC-ASDS

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MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	
End-User/Implementing Unit	
Name & Designation of Representative	

2. PROJECT OVERVIEW

Project Name	
Estimated Budget	
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	
Expected Date of Delivery (mm/yyyy)	

3. MARKET SCOPING ACTIVITY/IES CONDUCTED (*Check all that apply*)

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input type="checkbox"/>	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass sheets/ Market Analysis Report or similar document/s
<input type="checkbox"/>	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
<input type="checkbox"/>	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, Market Analysis Report or similar document/ Online Product Reviews

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
<input type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
<input type="checkbox"/>	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
<input type="checkbox"/>	Other analogous market scoping activity/ies undertaken: _____	

Notes:

- i. *The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.*
- ii. *The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.*

4. MARKET SCOPING RESULTS

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
a. Project Cost Estimate [Does the cost estimate align with current market prices?]		

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]		
c. Technical Criteria [Does the market support the proposed technical requirements?]		
d. Delivery Lead Time [Are the timelines for delivery feasible?]		
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

Prepared by:
**Personnel-in-Charge, End-User or
 Implementing Unit**

Approved by:
Head, End-User or Implementing Unit

[Signature over Printed Name]
[Position/Designation]
[Date]

[Signature over Printed Name]
[Position/Designation]
[Date]



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POSTING CERTIFICATION

This is to certify that the _____ (name of Procuring Entity) posted its FY _____ Annual Procurement Plan (APP) on its agency website and can be accessed through this link: _____.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this _____ day of _____, 20____.

Designation
Head, BAC Secretariat

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POSTING CERTIFICATION

This is to certify that the _____ (name of Procuring Entity) has posted its Procurement Monitoring Report (PMR) for _____ Semester of FY _____ on its agency website and can be accessed through this link:
_____.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this _____ day of _____ January, 20_____.

Designation
Head, BAC Secretariat

DEPEDQUEZON-TM-SDS-04-009-003

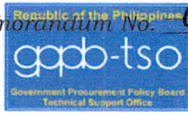


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**GPPB-TSO ADVISORY NO. 002**

Series 2026
13 January 2026

**SUBMISSION OF ANNUAL PROCUREMENT PLAN AND
PROCUREMENT MONITORING REPORT**

- 1.0 Section 7.7.5 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 (RA No. 12009), or the "New Government Procurement Act" (NGPA), mandates the End-User or Implementing Unit to finalize their respective Project Procurement Management Plans (PPMPs) to reflect the authorized budgetary allocation for their respective programs, activities, and projects (PAPs) as soon as the General Appropriations Act (GAA), corporate operating budget, or appropriation ordinance becomes final.
- 1.1. The finalized PPMPs shall be submitted to the Bids and Awards Committee (BAC) Secretariat for consolidation into the final APP.
- 1.2. The approved final APP shall be:
- 1.2.1. Posted on the website of the Procuring Entity (PE); and
- 1.2.2. Submitted to the Government Procurement Policy Board (GPPB) on or before the end of January of the budget year.
- 2.0 The GPPB, through Resolution No. 03-2025¹, approved the Standard Forms for Procurement, including the new APP Form, in accordance with RA No. 12009 and its IRR. It was approved on 14 May 2025 and published in the Official Gazette on 23 July 2025.

Under the said Resolution, the Standard Forms shall be used for procurement projects under RA No. 12009 ninety (90) days from their publication, or starting 21 September 2025.

¹ GPPB Resolution No. 03-2025

<https://www.gppb.gov.ph/wp-content/uploads/2025/07/GPPB-Resolution-No.-03-2025.pdf>



ANNUAL PROCUREMENT PLAN SUBMISSION

- 3.0 All PEs shall submit to the GPPB, through its Technical Support Office (TSO) their APPs as authorized under the 2026 GAA, corporate operating budget, or appropriation ordinance, including updated APP for CY 2025, using the new APP Form².

The submission of the APPs shall be through Microsoft Forms at <https://forms.office.com/r/YFt05MRz55> which shall serve as the official portal for the submission of the APP, in accordance with the following schedule:

APP Type	Schedule of Submission
Updated APP for the 2nd Semester of CY 2025 (all procurement projects, including revisions/ amendments and/or additional items from January to December 2025)	On or before end of January 2026
Approved Final APP for CY 2026 (based on enacted GAA, approved operating budget, or appropriation ordinance)	On or before end of January 2026
Updated APP for the 1st Semester of CY 2026 (All procurement projects, including revisions/ amendments and/or additional items from January to June 2026)	On or before end of July 2026
Updated APP for the 2nd Semester of CY 2026 (All procurement projects, including revisions/ amendments and/or additional items from January to December 2026)	On or before end of January 2027

² https://www.gppb.gov.ph/wp-content/uploads/2025/10/NGPA_Indicative-Final-Updated-APP.pdf

- 3.1. For purposes of determining compliance, the APP shall be:
 - 3.1.1. Duly approved by the Head of the Procuring Entity (HoPE);
 - 3.1.2. Prepared using the new APP Form prescribed by the Board under GPPB Resolution No. 03-2025;
 - 3.1.3. Accompanied by a Certificate of Posting issued by the Head of the BAC Secretariat;
 - 3.1.4. Submitted in Excel File (.xls) and .pdf file format; and
 - 3.1.5. Submitted on or before the deadline.

PROCUREMENT MONITORING REPORT

- 4.0 For the second semester of CY 2025 and for subsequent semesters and pending the issuance of the new Procurement Monitoring Report (PMR) form, all PEs shall continue using the existing PMR form,³ consistent with Circular No. 01-2025.⁴
 - 4.1. The PMR shall be approved and submitted by the HoPE to the GPPB on a semestral basis pursuant to Section 42.1 (k) of the IRR of RA No. 12009.
 - 4.2. The PMR shall be submitted through Microsoft Forms at <https://forms.office.com/r/vZ0VEYz53W>, in accordance with the following schedule:

PMR Type	Schedule of Submission
Approved PMR for <u>CY 2026</u> 1 st Semester	On or before end of July 2026
Approved PMR for <u>CY 2026</u> 2 nd Semester	On or before end of January 2027

- 4.3. For purposes of determining compliance, the PMR shall be:
 - 4.3.1. Duly approved by the HoPE;
 - 4.3.2. Prepared using the existing PMR Form prescribed by the Board under the 2016 revised IRR of RA No. 9184;

³ May be downloaded from the GPPB website at <https://www.gppb.gov.ph/ra-9184-standard-forms/>

⁴ Dated 18 September 2025, entitled "Policy Guidance on Section 113 (Transitory Provision) in Relation to Section 115 (Repealing Clause) of Republic Act No. 12009 and its Implementing Rules and Regulations

4.3.3. Accompanied by a Certificate of Posting issued by the Head of the BAC Secretariat;

4.3.4. Submitted in Excel File (.xls) and .pdf file format; and

4.3.5. Submitted on or before the deadline.

SUBMISSION PROTOCOLS AND HANDLING OF QUERIES

5.0 For submission and security purposes, PEs shall submit only the shareable link to their APP and PMR file folder, including the Certificate of Posting, uploaded to any cloud storage platform accessible to the PE (e.g., OneDrive, Google Drive, Dropbox).

PEs should ensure that the uploaded file folder has appropriate access permissions to allow the GPPB-TSO, to review, validate, and consolidate submissions efficiently. To avoid concerns, PEs are encouraged to verify that the shared link opens correctly and that files are accessible.

6.0 Beginning CY 2026, all APP and PMR submissions shall be made exclusively through the prescribed Microsoft Form. Accordingly, APP and PMR submitted via email shall no longer be accepted.

The PMR for the Second Semester of CY 2025 shall, however, continue to be submitted via email. PEs that have already submitted their Updated APP for CY2025 Second Semester and Final APP for CY 2026 via email are directed to re-submit the same to the link provided under Item 3.0 hereof.

7.0 Queries and/or clarifications related to this Advisory may be submitted via Microsoft Forms at <https://forms.office.com/r/ghcTbnyseH> or directed to the Public Assistance Team of the GPPB-TSO at (02) 5322-6BAC (6222).

8.0 The GPPB-TSO, through its Performance Monitoring Division B, shall adopt the 3-7-20 day rule established by the Anti-Red Tape Authority (ARTA) in responding to queries:

8.1.1. Simple queries - addressed within three (3) working days, referring to inquiries related to the proper preparation and submission of required forms.

8.1.2. Complex queries - addressed within seven (7) working days, referring to inquiries requiring revalidation or further verification of compliance with submission requirements.

8.1.3. Highly-Complex - addressed within twenty (20) working days, referring to inquiries that require coordination with other offices of the GPPB-TSO.

9.0 For information and compliance.



Digitally signed by
Sofia C. Yanto-Abad

ATTY. SOFIA C. YANTO-ABAD
Officer-in-Charge, GPPB-TSO