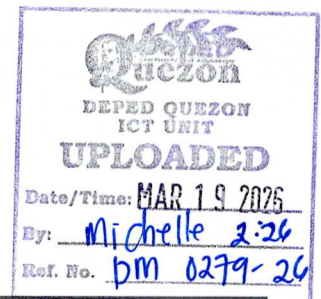




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 March 2026

DIVISION MEMORANDUM

No. 0279, s. 2026

ONLINE ORIENTATION ON THE PREPARATION OF MARKET SCOPING, PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND ANNUAL PROCUREMENT PLAN (APP)

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

1. In line with the provisions of Republic Act No. 12009, otherwise known as the **New Government Procurement Act**, the Schools Division Office of Quezon shall conduct an **Online Orientation on the Preparation of Market Scoping, Project Procurement Management Plan (PPMP), and Annual Procurement Plan (APP)**.
2. The orientation aims to strengthen the capacity of school heads, BAC members, BAC Secretariat, Technical Working Group (TWG), and other personnel involved in procurement planning to ensure **proper procurement preparation, planning, and compliance with the provisions of the new procurement law and its implementing rules and regulations**.
3. Specifically, the activity intends to:
 - a. Provide an overview of the salient features of Republic Act No. 12009;
 - b. Guide participants in the proper conduct of market scoping to determine the availability and appropriate specifications of goods and services;
 - c. Orient participants on the correct preparation of the Project Procurement Management Plan (PPMP) by end-user units; and
 - d. Ensure the consolidation of PPMPs into the Annual Procurement Plan (APP) and alignment with the Annual Implementation Plan of the School.

DEPEDQUEZON-TM-SDS-04-009-003



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4. The online orientation will be conducted on:

Date: March 24, 2026

Time: 8:00am – 12:00pm (1st and 3rd Districts)
1:00pm – 5:00pm (2nd and 4th Districts)

Platform: Zoom

Link for 1st and 3rd District Participants (Morning Session)

<https://us06web.zoom.us/j/84929390645?pwd=1rcGTCepCeeLt8pZkY0xW59HbLvrR.1>

Meeting ID: 849 2939 0645 Passcode: 123456

Link for 2nd and 4th District Participants (Afternoon Session):

<https://us06web.zoom.us/j/89121223017?pwd=hd7Can5cfuVaULTzrOeKxrfCvPJZdG.1>

Meeting ID: 891 2122 3017 Passcode: 123456

5. Participants to this activity include **School Heads, BAC Members, BAC Secretariat, Technical Working Group (TWG), and designated school procurement personnel.** However, due to the limited capacity of the online platform, only one (1) participant per school shall be allowed to join.
6. All participants are requested to actively participate in the orientation and ensure the timely preparation and submission of procurement planning documents in accordance with the provisions of Republic Act No. 12009.
7. Immediate dissemination of and compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

/prochec03182026

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