



DIVISION MEMORANDUM

No. 29 s. 2019

**PREPARATION AND SUBMISSION OF 2020 INDICATIVE ANNUAL PROCUREMENT
PLAN AS BASIS FOR CY 2020 BUDGET PROPOSAL**

To : **Secondary School Heads [Junior & Senior] of Implementing Units
& Non-Implementing Units**

Date : **February 14, 2019**

1. The Department of Budget and Management (DBM) conduct a budget forum held February 6, 2019 to update the participants on procurement planning, re-enacted budget and CY 2020 budget preparation.
2. In connection with this, all Implementing Units (IUs) must submit an Indicative Annual Procurement Plan (APP) for CY 2020 base on the School Implementation Plan (SIP) of the school. A template to this effect is hereto attached as Annex 1.
3. The Implementing Units shall prepare two Indicative Annual Procurement Plan separating Tier 1 and Tier 2. Tier 1 are budgetary requirements that are essential for the continued implementation of ongoing programs and projects while Tier 2 are new and expanded programs and activities.
4. The Indicative APP shall serve as a source documents for the 2020 Budget Proposal for Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) of the different Implementing Units.
5. Below is the list of Programs, Activities and Projects (PAP) that will serve as your guide in the preparation of the Indicative APP. Due to the implementation of the Annual Cash Based Budgeting, absorptive capacity of the schools must be considered in the budget proposal.

<i>Programs, Activities and Projects</i>	<i>Responsible Office</i>
OPERATIONS OF SCHOOLS – Junior High School	IU, Non-IU Note: (IUs and Non-IUs Should have Separate APP)
Maintenance and Other Operating Expenses (MOOE)	
Traveling Expenses	
ICT Training Expenses	
Training Expenses	
Office Supplies	
Office Equipment	
Machinery	
ICT Equipment	
Utilities (Water, Electricity, Landline	
Internet Connectivity)***	
Janitorial Services	
Security Services	
Insurance (PPE)	
Repairs and Maintenance (Minor repairs)	
Furniture and Fixtures (below 15000)	
CAPITAL OUTLAY	IU, Non-IU



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Repairs of Office Building/School (Major)	
Furniture and Fixtures (above 15000)	
Other Structures	
OPERATIONS OF SCHOOLS - Senior High School	<i>IU, Non-IU</i> <i>Note: (SHS should have a separate APP)</i>
Maintenance and Other Operating Expenses (MOOE)	
Traveling Expenses	
ICT Training Expenses	
Training Expenses	
Office Supplies	
Office Equipment	
Machinery	
ICT Equipment	
Utilities (Water, Electricity, Landline Internet Connectivity)***	
Janitorial Services	
Security Services	
Insurance (PPE)	
Repairs and Maintenance (Minor repairs)	
Furniture and Fixtures (below 15000)	
Capital Outlay	
Repairs of Office Building/School (Major)	<i>IU, Non-IU</i>
Furniture and Fixtures (above 15000)	
Other Structures	

6. Validation of Accomplished Indicative Annual Procurement Plan for CY 2020 MOOE for Tier 1 and Tier 2 shall be conducted at the New LSB Building on the following schedules:

February 18, 2019	9:00 AM - 12:00 Noon	Junior High School Heads and Bookkeepers
	1:30 PM - 4:30 PM	Senior High School Heads and ADAS II or AO

Please bring your SIP (hard copy), Accomplish APP (hard & soft copy)

7. No submission of APP will have a zero budget for MOOE for CY 2020.
8. For strict compliance.


for: **MA. LORLINE M. ORTILLO, CESO VI**
Schools Division Superintendent



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