



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

OCT 30 2025

MEMORANDUM  
No. 563, s. 2025

**WORKSHOP ON THE FORMULATION OF THE SCHOOL PROJECT  
PROCUREMENT MANAGEMENT PLAN (PPMP) FY 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC- Chief Education Supervisor, Schools Governance and Operations Division  
All Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Pursuant to the provisions of Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations (IRR) promulgated by the Government Procurement Policy Board (GPPB), this Office shall conduct a Workshop on the Formulation of the School Project Procurement Management Plan (PPMP) on November 5-6, 2025 at 4<sup>th</sup> Floor Activity Center, Student Center For Life Skills (SCLS) Building, Centennial Avenue, Tunasan, Muntinlupa City.
2. The activity aims to:
  - a. orient school head and personnel on the salient provisions of RA 12009 (NGPA) and its implications on school-based procurement;
  - b. equip participants with knowledge and skills in preparing accurate and compliant PPMPs and APPs aligned with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP); and
  - c. ensure timely submission of school procurement documents to the Schools Division Office for consolidation and approval.
3. Participants are the public schools district supervisors, school heads and one personnel in-charge of the PPMP. Participants are expected to pre-register through this link: <https://bit.ly/M07-PPMP-FY2026> on or before November 3, 2025, for the preparation of the attendance and certificates.
4. All participants are required to bring a copy of the submitted AIP FY 2026, and other relevant documents necessary for the preparation of the PPMP FY 2026. In addition, they are expected to bring their laptops, extension cords, and Wi-Fi devices.
5. For further details of this activity, refer to the enclosure: Training Matrix and Technical Working Group.

563

NUM-2025-563



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

A-102910

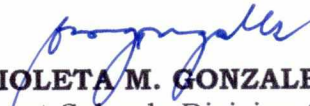
ALL-OCT-2025-1230

JLW3



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

6. Queries and concerns relative to the aforementioned activity may be directed to Ms. Virma U. Amistoso, Administrative Officer V at 8829-23-08 loc. 134.
7. Immediate dissemination and compliance with this Memorandum are desired.

  
**VIOLETA M. GONZALES CESO VI** *fl*  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
*JK*

Encl: none  
Reference: as stated  
To be indicated in the Perpetual Index  
Under the following subjects:

BUDGET

PLAN

PROCUREMENT

VUA/WORKSHOP ON THE FORMULATION OF THE SCHOOL PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
FY 2026

**563**/October 29, 2025

NUM-2025-563



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sto.muntinlupa@gmail.com](mailto:sto.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure:

**A. TRAINING MATRIX**

**WORKSHOP ON THE FORMULATION OF THE SCHOOL PROJECT  
 PROCUREMENT MANAGEMENT PLAN (PPMP)**  
 4<sup>TH</sup> Floor Activity Center, SCLS Building  
 November 5-6, 2025

Day 1:

Time	Activity	Person Involve
8:00 – 8:30 AM	Registration	PMT
8:31 – 9:00 AM	Preliminaries	PMT
9:01 – 9:10 AM	Statement of Purpose	
9:11 – 9:30 AM	Opening Remarks/Overview of SIKLAB DUNOnG	Dr. Violeta M. Gonzales Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent
9:31 – 9:45 AM	Health Break	
9:45 – 12:00 NN	Salient Features of RA 12009	Ms. Cristine G. Altea OIC-Supervising Administrative Officer Contract Management Division Procurement Management Service
12:01 – 1:00 PM	Lunch Break	
1:01 – 2:30 PM	Accounting Updates and Concerns	Ms. Karina E. Medina Accountant III
2:31 – 4:00 PM	Budget Overview/Parameters	Ms. Virma U. Amistoso Administrative Officer V
4:01 – 4:50 PM	Guidelines on Allowed Expenses for Gender and Development PPAs	Ms. Cecilia Teresa C. Claudel EPSII, Division GAD Focal Person
4:51 – 5:00 PM	QAME	Dr. Zoren Pepito Gubalane

**Day 2: Workshop Proper**

8:00 – 8:30 AM	Management of Learning	
8:31 – 9:00 AM	Recap of Day 1 and Setting Day 2 Objectives	Ms. Virma U. Amistoso
9:01 – 12:00 NN	Workshop: Encoding PPMP	School Heads/Team
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Workshop: Encoding PPMP	School Heads/Team
3:01 – 3:15 PM	Health Break	
3:16 – 4:00 PM	School Presentation	Selected School Head



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
 84237560, 84237561, 84237562  
 sdo.muntinlupa@gmail.com  
 deped-muntinlupa.com



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

4:01 – 4:15 PM	Awarding of Certificates	Ms. Ivy M. Romano and SDO Planning Team
4:16 – 4:30 pm	Closing Ceremony	Dr. Violeta M. Gonzales Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent
4:01 – 4:10 PM	QAME	Dr. Zoren Pepito Gubalane
4:11 – 5:00	Ways forward	

**B. TECHNICAL WORKING GROUP**

**TRAINING WORKSHOP ON THE PREPARATION OF THE SCHOOL IMPROVEMENT PLAN (SIP) MEDIUM-TERM PLAN (MTP) FOR SY 2026-2028 AND ANNUAL IMPLEMENTATION PLAN (AIP) FOR FY 2026**

<b>TASK</b>	<b>PERSON-IN-CHARGE</b>
Program and Invites	Ms. Phoebe R. Arroyo
Certificates	Mr. Andres F. Sicam Jr.
Training Host	Ms. Ivy M. Romano
Attendance (Registration)	Ms. Phoebe R. Arroyo Ms. Myleen Espeleta
Documentation	Ms. Ma. Katleen F. Fabonan
Slide Presentation	Mr. Joseph D. Nilo
Food	Ms. Ryan Fallarme
QAME	Dr. Zoren Pepito L. Gubalane



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562

sdo.muntinlupa@gmail.com

deped-muntinlupa.com