



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


Office of the Schools Division
Superintendent

NOV 0 5 2025

MEMORANDUM

**SUBMISSION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
FOR FY 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operations Division
SDO Muntinlupa Office and Unit Heads
All Others Concerned

1. In line with the budget preparation for Fiscal Year 2026, and as agreed during the budget finalization activity, all concerned end-users or implementing units with budgetary requests and Programs, Projects, and Activities (PPAs) are hereby directed to submit their Project Procurement Management Plan (PPMP) using the prescribed template on or before November 5, 2025, at 5:00 PM, at the Budget Unit.
2. Please be informed that the PPMP Format (Annex A) and the Guide on How to Fill Out the PPMP (Annex B) are attached for your reference and use.
3. Furthermore, soft copies of the accomplished PPMPs must be uploaded through the following link or by scanning the QR code provided: <https://tinyurl.com/2026SDOMUNTINLUPAPPMP> 
4. The soft copy of the PPMP template that may be used for reference or accomplishment may also be accessed through the same link.
5. For clarification on the proposed amounts and other related concerns, you may coordinate with your respective Division Chiefs or Ms. Virma Amistoso, Budget Officer.
6. For immediate dissemination and compliance.

[Signature]
VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-charge,
Office of the Schools Division Superintendent

Enclosure: as stated
To be indicated in the Perpetual Index
under the following subjects:

BUDGET PROCUREMENT PROGRAMS PROJECTS

JIL/VUA/Submission of PPMP for FY 2026

455 /October 30, 2025

UN-2025-455



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