



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM

No. 30, s. 2026

FROM : SCHOOLS DIVISION SUPERINTENDENT

TO : Assistant Schools Division Superintendent
Unit Heads
All Others Concerned

SUBJECT : **SUBMISSION AND CONSOLIDATION OF THE FISCAL
YEAR 2027 PROJECT PROCUREMENT MANAGEMENT
PLANS FOR COMMON-USE SUPPLIES AND EQUIPMENT**

DATE : July 27, 2026

1. Pursuant to Department of Budget and Management (DBM) Circular Letter Nos. 2011-6 and 2011-6-A, Government Procurement Policy Board (GPPB) Resolution No. 20-2018 and Section 7.8 of the Implementing Rules and Regulations of Republic Act No. 12009 (New Government Procurement Act), this Office respectfully requests the **submission** of the **Project Procurement Management Plans for Common-Use Supplies and Equipment (PPMP-CSE)** for **Fiscal Year (FY) 2027** from all units of the Schools Division Office **on or before August 07, 2026**.
2. The submitted Common-Use Supplies and Equipment (CSE) requirements shall serve as the basis for the preparation and consolidation of the Division's FY 2027 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE). In strict adherence to **Procurement Service - Department of Budget and Management (PS-DBM) Advisory No. 2026-013**, the consolidated APP-CSE shall be officially uploaded and submitted through the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) **on or before August 31, 2026**.
3. All concerned units may access and encode their respective requisitions in the official online PPMP template via the following link:
<https://bit.ly/ConsolidatedPPMPFY2027SDOBataan> or scanning this QR code:





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4. Late PPMP submissions from any unit shall be excluded from the APP-CSE for FY 2027, and the corresponding items shall not be eligible for procurement in Fiscal Year 2027.
5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent