



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 July 2026

DIVISION MEMORANDUM

No. 477 s. 2026

REMINDER ON THE SUBMISSION OF PROCUREMENT MONITORING REPORT (PMR) AND ANNUAL PROCUREMENT PLAN (APP) FOR THE FIRST SEMESTER OF CALENDAR YEAR 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **Republic Act No. 12009**, otherwise known as the **New Government Procurement Act (NGPA)**, particularly Section 7.8 thereof, which provides that "No government procurement shall be undertaken unless it is in accordance with the approved Indicative Annual Procurement Plan (APP) or Final Annual Procurement Plan (APP) of the Procuring Entity," and consistent with **GPPB-TSO Advisory No. 002, s. 2026**, dated 13 January 2026, entitled "Submission of Annual Procurement Plan and Procurement Monitoring Report," all implementing and non-implementing units of the Schools Division Office of the City of Tayabas are hereby directed to submit their **Updated and Approved Annual Procurement Plan (APP)** and **Procurement Monitoring Report (PMR)** for the **First Semester of Calendar Year (CY) 2026** on or before **31 July 2026**.

2. All schools and offices are reminded to the guidelines prescribed under the said Advisory as per compliance with the requirements of the **Government Procurement Policy Board (GPPB)** to ensure transparency, accountability, and proper monitoring of procurement activities within the agency.

3. All schools/offices must strictly observe the following submission protocols and requirements:

1. **Updated APP (1st Semester)** - Must list all ongoing, revised, amended, or newly added procurement programs, activities, and projects (PAPs). Use the format prescribed under GPPB Resolution No. 03-2025, attached as an Excel file (.xls) alongside a signed and approved scanned PDF copy. Submit directly to the official portal at GPPB APP Microsoft Form.
2. **Approved PMR (1st Semester)** - Must accurately record the precise status of all procurement activities conducted during the first half of the year. Pending the rollout of the newest standard forms, schools/offices must continue utilizing the existing GPPB PMR form format. Upload the files via

the dedicated link at GPPB PMR Microsoft Form.

3. **Supporting Certificate:** All submissions must include a valid Certificate of Posting prepared and signed by the Head of the BAC Secretariat to verify official transparency posting.
4. For reference, copies of the prescribed templates for APP, PMR and Supporting Certificate may be downloaded from the official **GPPB website (www.gppb.gov.ph)** :

NGPA APP template: <https://www.gppb.gov.ph/ngpa-standard-forms/>

PMR, APP and PMR Posting Certification Template:
<https://www.gppb.gov.ph/ra-9184-standard-forms/>
5. Attached in this Memorandum is Enclosure 1 GPPB-TSO Advisory No. 002 Series 2026 dated January 13, 2026.
6. Immediate and strict compliance with this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: GPPB-TSO Advisory No. 002 s. 2026
Republic Act No. 12009
To be indicated in the Perpetual Index
under the following subjects:

PROCUREMENT REPORTS
GPPB COMPLIANCE
ANNUAL PROCUREMENT PLAN
PROCUREMENT MONITORING REPORT

OSDS-reminder on the submission of procurement monitoring report (pmr) and annual procurement plan (app) for the first semester of calendar year 2026
PROBKR7N-000634/July 15, 2026



GPPB-TSO ADVISORY NO. 002

Series 2026
13 January 2026

SUBMISSION OF ANNUAL PROCUREMENT PLAN AND PROCUREMENT MONITORING REPORT

- 1.0 Section 7.7.5 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 (RA No. 12009), or the "New Government Procurement Act" (NGPA), mandates the End-User or Implementing Unit to finalize their respective Project Procurement Management Plans (PPMPs) to reflect the authorized budgetary allocation for their respective programs, activities, and projects (PAPs) as soon as the General Appropriations Act (GAA), corporate operating budget, or appropriation ordinance becomes final.
- 1.1. The finalized PPMPs shall be submitted to the Bids and Awards Committee (BAC) Secretariat for consolidation into the final APP.
- 1.2. The approved final APP shall be:
- 1.2.1. Posted on the website of the Procuring Entity (PE); and
- 1.2.2. Submitted to the Government Procurement Policy Board (GPPB) on or before the end of January of the budget year.
- 2.0 The GPPB, through Resolution No. 03-2025¹, approved the Standard Forms for Procurement, including the new APP Form, in accordance with RA No. 12009 and its IRR. It was approved on 14 May 2025 and published in the Official Gazette on 23 July 2025.

Under the said Resolution, the Standard Forms shall be used for procurement projects under RA No. 12009 ninety (90) days from their publication, or starting 21 September 2025.

¹ GPPB Resolution No. 03-2025

<https://www.gppb.gov.ph/wp-content/uploads/2025/07/GPPB-Resolution-No.-03-2025.pdf>



ANNUAL PROCUREMENT PLAN SUBMISSION

- 3.0 All PEs shall submit to the GPPB, through its Technical Support Office (TSO) their APPs as authorized under the 2026 GAA, corporate operating budget, or appropriation ordinance, including updated APP for CY 2025, using the new APP Form².

The submission of the APPs shall be through Microsoft Forms at <https://forms.office.com/r/YFt05MRz55> which shall serve as the official portal for the submission of the APP, in accordance with the following schedule:

APP Type	Schedule of Submission
Updated APP for the 2nd Semester of CY 2025 (all procurement projects, including revisions/ amendments and/or additional items from January to December 2025)	On or before end of January 2026
Approved Final APP for CY 2026 (based on enacted GAA, approved operating budget, or appropriation ordinance)	On or before end of January 2026
Updated APP for the 1st Semester of CY 2026 (All procurement projects, including revisions/ amendments and/or additional items from January to June 2026)	On or before end of July 2026
Updated APP for the 2nd Semester of CY 2026 (All procurement projects, including revisions/ amendments and/or additional items from January to December 2026)	On or before end of January 2027

² https://www.gppb.gov.ph/wp-content/uploads/2025/10/NGPA_Indicative-Final-Updated-APP.pdf

- 3.1. For purposes of determining compliance, the APP shall be:
 - 3.1.1. Duly approved by the Head of the Procuring Entity (HoPE);
 - 3.1.2. Prepared using the new APP Form prescribed by the Board under GPPB Resolution No. 03-2025;
 - 3.1.3. Accompanied by a Certificate of Posting issued by the Head of the BAC Secretariat;
 - 3.1.4. Submitted in Excel File (.xls) and .pdf file format; and
 - 3.1.5. Submitted on or before the deadline.

PROCUREMENT MONITORING REPORT

- 4.0 For the second semester of CY 2025 and for subsequent semesters and pending the issuance of the new Procurement Monitoring Report (PMR) form, all PEs shall continue using the existing PMR form,³ consistent with Circular No. 01-2025.⁴
- 4.1. The PMR shall be approved and submitted by the HoPE to the GPPB on a semestral basis pursuant to Section 42.1 (k) of the IRR of RA No. 12009.
- 4.2. The PMR shall be submitted through Microsoft Forms at <https://forms.office.com/r/vZ0VEYz53W>, in accordance with the following schedule:

PMR Type	Schedule of Submission
Approved PMR for <u>CY 2026</u> 1 st Semester	On or before end of July 2026
Approved PMR for <u>CY 2026</u> 2 nd Semester	On or before end of January 2027

- 4.3. For purposes of determining compliance, the PMR shall be:
 - 4.3.1. Duly approved by the HoPE;
 - 4.3.2. Prepared using the existing PMR Form prescribed by the Board under the 2016 revised IRR of RA No. 9184;

³ May be downloaded from the GPPB website at <https://www.gppb.gov.ph/ra-9184-standard-forms/>

⁴ Dated 18 September 2025, entitled "Policy Guidance on Section 113 (Transitory Provision) in Relation to Section 115 (Repealing Clause) of Republic Act No. 12009 and its Implementing Rules and Regulations

4.3.3. Accompanied by a Certificate of Posting issued by the Head of the BAC Secretariat;

4.3.4. Submitted in Excel File (.xls) and .pdf file format; and

4.3.5. Submitted on or before the deadline.

SUBMISSION PROTOCOLS AND HANDLING OF QUERIES

- 5.0 For submission and security purposes, PEs shall submit only the shareable link to their APP and PMR file folder, including the Certificate of Posting, uploaded to any cloud storage platform accessible to the PE (e.g., OneDrive, Google Drive, Dropbox).

PEs should ensure that the uploaded file folder has appropriate access permissions to allow the GPPB-TSO, to review, validate, and consolidate submissions efficiently. To avoid concerns, PEs are encouraged to verify that the shared link opens correctly and that files are accessible.

- 6.0 Beginning CY 2026, all APP and PMR submissions shall be made exclusively through the prescribed Microsoft Form. Accordingly, APP and PMR submitted via email shall no longer be accepted.

The PMR for the Second Semester of CY 2025 shall, however, continue to be submitted via email. PEs that have already submitted their Updated APP for CY2025 Second Semester and Final APP for CY 2026 via email are directed to re-submit the same to the link provided under Item 3.0 hereof.

- 7.0 Queries and/or clarifications related to this Advisory may be submitted via Microsoft Forms at <https://forms.office.com/r/ghcTbnyseH> or directed to the Public Assistance Team of the GPPB-TSO at (02) 5322-6BAC (6222).

- 8.0 The GPPB-TSO, through its Performance Monitoring Division B, shall adopt the 3-7-20 day rule established by the Anti-Red Tape Authority (ARTA) in responding to queries:

8.1.1. Simple queries - addressed within three (3) working days, referring to inquiries related to the proper preparation and submission of required forms.

8.1.2. Complex queries - addressed within seven (7) working days, referring to inquiries requiring revalidation or further verification of compliance with submission requirements.

8.1.3. Highly-Complex - addressed within twenty (20) working days, referring to inquiries that require coordination with other offices of the GPPB-TSO.

9.0 For information and compliance.



Digitally signed by
Sofia C. Yanto-Abad

ATTY. SOFIA C. YANTO-ABAD
Officer-in-Charge, GPPB-TSO