



22 January 2021

**MEMORANDUM NO. 45**  
Series of 2021

**T O: ALL Project Management Offices (PMOs) / End-User Units**

**R E: Submission of Indicative Project Procurement Management Plan (PPMP) as basis for VSU's Indicative Annual Procurement Plan (APP) for 2022**

Section 7.3.1 of the 2016 Revised IRR of RA 9184 states that upon issuance of the budget call, the Procuring Entity shall prepare its indicative APP for the succeeding calendar year to support its proposed budget in consideration to the budget framework reflecting its priorities and objectives of the year.

Section 7.3.2 of the same IRR states that in preparation of the indicative APP, the end-user or implementing units of the Procuring Entity shall formulate their respective Project Procurement Management Plans (PPMPs) for their different programs, activities, and projects (PAPs).

Based on the foregoing, all PMOs/End-User Units are hereby required to submit their respective PPMPs for their PAPs for 2022 in manual form (not thru SPPMIS) to the Office of the Head for Procurement on or before February 26, 2021.

All PPMPs submitted will be forwarded to the Budget Office for evaluation in order to ensure consistency with VSU's budget proposal and compliance with existing budgeting rules. Those PPMPs included in the budget proposal will be forwarded to the Bids and Awards Committee (BAC) Secretariat for consolidation into an Indicative APP and to the BAC for review.

Please take note that the indicative PPMP is not yet your final PPMP for 2022 since this is just an input/basis for the Indicative APP, which will support VSU's budget proposal to DBM. As soon as the GAA for 2022 becomes final, the PPMPs shall be revised to reflect the actual budget allocation for their respective PAPs, this time, through the SPPMIS, in order to be included in the final Annual Procurement Plan of the university. An advice on when the SPPMIS will be ready for accepting PPMPs for 2022 will be disseminated.

For your information and compliance.

**EDGARDO E. TULIN**,  
President