



October 1, 2019



REGIONAL MEMORANDUM

No. 568 s. 2019

**PREPARATION OF WORK AND FINANCIAL PLAN, PROJECT PROCUREMENT
MANAGEMENT PLAN AND ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2020**

To: All RO FD Chiefs
All Schools Division Superintendents
Focal Persons/Program Owners
This Region

1. The Regional Office Functional Divisions and the twelve (12) Schools Division Offices focal persons are directed to prepare the Work and Financial Plan (WFP) as basis for the preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) for CY 2020.
2. In the preparation of the Work and Financial Plan for CY 2020, group activities by fund source like GASS, HRTD, IPED, etc. of which these shall be entered in the Expenditure Matrix in the PMIS.
3. In the meantime that the Expenditure Matrix for Calendar Year 2020 is not yet available in the system, each RO Functional Division and the twelve (12) Schools Division Offices shall have to prepare the customized Work and Financial Plan.
4. For the Regional Office, each Functional Divisions' total of the WFP funded under **GASS** shall tally with the budget allocated by the Finance Division based on GAA for CY 2020. For SDOs, you may arrange with the Budget Officer for the allocation of funds.
5. Since all programs, activities and projects shall have to be accounted for as inputs for a particular year in whatever funding it is sourced, it is suggested that these shall be done in one (1) Work and Financial Plan but shall have to be grouped by source of fund.
6. The WFP will be the basis in the preparation of the PPMP of which will be consolidated into Annual Procurement Plan of the Office.
7. The Department of Budget and Management has set a deadline for the online submission which is on or before **October 31, 2019**. But since this has to be consolidated yet, deadline will be on **October 24, 2019** for RO. For SDOs, same process will also apply but submission will be done by the Supply Officer to consolidate the APP CY 2020.
8. For your information, guidance and strict compliance.

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PPRD/mfa/mtd
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