



Process Title: Procurement Planning

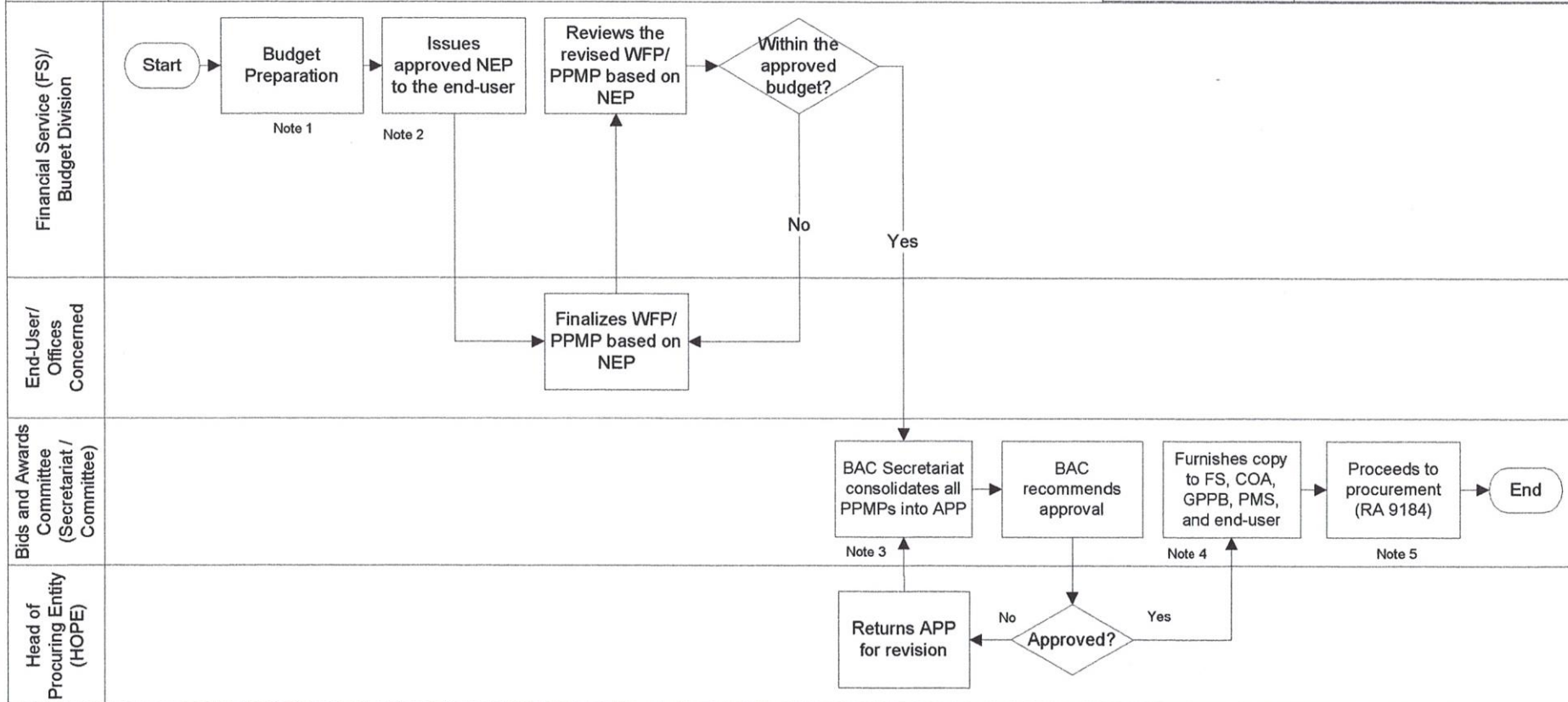
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Objective: To clarify the process of Procurement Planning.

Effective Date: 01 August 2018



Forms

Reference

1. Work Financial Plan (WFP)
2. Project Procurement Management Program (PPMP)
3. National Expenditure Program (NEP)
4. Annual Procurement Plan (APP)
5. Notice of Award (NOA)
6. Notice to Proceed (NTP)
7. Government Procurement Reform Act (RA NO. 9184)
8. DOJ Procurement Manual
9. Budget Call

WORK INSTRUCTIONS

Note 1. During Budget Preparation:

- FS issues memorandum requiring service directors to submit Budget Proposal.
- Each service prepares the indicative Work Financial Plan (WFP) supported by indicative Project Procurement Management Plan (PPMP) and submits to FS;
- The FS collates the WFP/PPMP to support the cost estimates in the budget proposal.
- The FS submits the budget proposal to Department of Budget and Management (DBM).
- The FS receives the approved budget based on the National Expenditure Program (NEP).

Note 2. Upon receipt of NEP from DBM, the FS issues memorandum notifying each service to revise their WFP/PPMP based on NEP.

Note 3. Prior to consolidation of PPMPs into APP, all reviewed PPMPs must be approved by the Director and Assistant Secretary for Finance.

Note 4. Regulatory requirement provides submission of Annual Procurement Plan (APP) to FS, Commission on Audit (COA), Property Management Section (PMS), Government Procurement Policy Board (GPPB) and end-user.

Note 5. Procurement refers to Section 48 to 53 of Republic Act No. 9184

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