



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

October 25, 2021

DIVISION MEMORANDUM

No. 471 , s. 2021

**CONDUCT OF THE EARLY PROCUREMENT ACTIVITY (EPA) FOR THE
CATERING SERVICES OF PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)
FOR FY 2022**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Unit / Section Heads
Others Concerned

1. Pursuant to GPPB Circular No 06-2019, Guidelines on the Implementation of Early Procurement Activities, the Schools Division Office of Science City of Munoz shall conduct the Early Procurement Activity for the Catering Services of the Programs, Plans and Activities (PPAs) for FY 2022 through the Early Procurement Activities (EPA).
2. The PPAs to be included in the EPA are those identified in the approved National Expenditures Program (NEP) of the Schools Division Office only, i.e., INSET Funds.
3. During the preparation of the consolidated data, the Division Chiefs / Unit Heads are enjoined to *coordinate with the Budget Unit with respect to the availability of funds* and the allowable expense for food for the PPAs to be conducted for FY 2022.
4. Each functional division (OSDS, CID and SGOD) shall assign an encoder to consolidate the data of their respective division. The encoder must clearly itemize the food (AM and PM snacks, lunch) which shall also include the detailed menu.
5. For the effective and efficient conduct of the Catering Services for FY 2022, important details shall be enumerated and stipulated in the contract prior to the award of the EPA to the winning bidder and shall be disseminated to the concerned Program Owners for strict implementation and compliance.
6. The deadline of submission of the **approved hard copy and soft copy of the consolidated** data from the functional divisions to the BAC Secretariat is on or before **October 29, 2021**.

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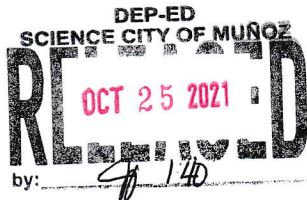
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

7. The template for the preparation of the required data for the Catering Services of the FY 2022 PPAs is downloadable thru this link <https://bit.ly/30Yyaxp>
8. For the information, guidance, and compliance of all concerned.



DANTE G. PARUNGAO, CESO VI

Officer-in-Charge

Office of the Schools Division Superintendent

BAC/BACSec/JMT10.25.2021



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