



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

October 25, 2024

SCHOOLS DIVISION MEMORANDUM

No. 357, s. 2024

CONDUCT OF EARLY PROCUREMENT ACTIVITY FOR 2025

To: Assistant Schools Division Superintendent
Division Chiefs
Unit / Section Heads

1. The conduct of the Early Procurement Activities (EPA) under GPPB Resolution No. 14-2019 dated 17 July 2019 was institutionalized in the New Government Procurement Act (NGPA) or Republic Act No. 12009. The NGPA considers the EPA as one of its procurement strategies to facilitate the immediate implementation of projects and timely delivery of public services.
2. Section 12 of the NGPA authorizes the Procuring Entities to commence early procurement activities for goods, infrastructure projects, and consulting services before the enactment of the general appropriations.
3. Similar to the requirements of Republic Act No. 9184, the conduct of early procurement activities shall be made only upon approval of the Indicative APP by the HoPE and no award of contract shall be made until the approval and effectivity of the appropriate funding.
4. In this regard, all Functional Divisions (i.e., OSDS, CID, and SGOD) are instructed to prepare and submit their approved procurement documents (i.e., Purchase Requests, Project Proposals) to the BAC on or before November 8, 2024, to commence with the procurement activities as soon as possible.
5. For information and compliance.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: None
Reference: As Stated
To be indicated in the Perpetual Index
Under the Following Subject:

BIDS AND AWARDS COMMITTEE
EARLY PROCUREMENT ACTIVITY

BAC/JMT/Conduct of Early Procurement Activity for 2025
003/10.25.2024



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