



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
Visayas Ave., Diliman, Quezon City  
Telephone Nos: (02)924-7977, 924-7971 Telefax: 924-7973  
Mobile Number: 09178367009  
URL: <http://www.nmis.da.gov.ph>  
e-mail: [nmis@da.gov.ph](mailto:nmis@da.gov.ph) and [nmis@nmis.gov.ph](mailto:nmis@nmis.gov.ph)

**MEMORANDUM ORDER No. 10-2011-111**

**TO : ALL REGIONAL DIRECTORS/OFFICERS-IN CHARGE,  
CENTRAL OFFICE DIVISION AND UNIT HEADS**

**FROM : *Jane C. Bacayo*  
for ATTY. JANE C. BACAYO, DVM, MPA  
Executive Director**

**SUBJECT : RE-SUBMISSION OF PROJECT PROCUREMENT  
MANAGEMENT PLAN (PPMP), FY 2011**

**DATE : October 3, 2011**

In compliance to Sec. 7.2 of RA 9184 or the Government Procurement Reform Act and COA Audit Observation Memorandum No. 2011-008 dated September 15, 2011, you are hereby directed to re-submit to this office the PPMP for FY 2011 (soft and hard copy) **using the prescribed PPMP form** by email, [nmis.planning@yahoo.com.ph](mailto:nmis.planning@yahoo.com.ph) or [nmis.property@yahoo.com](mailto:nmis.property@yahoo.com), or through courier.

The PPMP, or simply the procurement plan, of each region shall be submitted in **consolidated** form showing among others, the total quantity and estimated budget under each General Description based on PPMPs submitted by all divisions (**pls. see PPMP sample form attached**). The estimated budget shall be based on the prevailing price of items in each region. For this purpose, it shall be the duty and responsibility of the regional BAC Secretariat to consolidate all PPMPs submitted by each division.

For Central Office personnel, all division/section/unit heads shall submit their PPMPs to the NMIS-BAC Secretariat c/o **Dr. Easter F. Oblena** where it shall be consolidated, together with PPMPs from other regions. Once approved by the Executive Director, the consolidated version of all PPMPs shall now be known collectively as the **ANNUAL PROCUREMENT PLAN (APP)** of NMIS.

Deadline for submission is on or before **October 14, 2011**.

Henceforth, a "No PPMP, No Procurement" policy shall be strictly enforced.

For strict compliance.



The production of clean, wholesome, healthy and sound meat for food is the concern of everyone.

NATIONAL MEAT INSPECTION SERVICE

\_\_\_\_\_  
(Address)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP), FY 2012

END-USER/DIVISION/UNIT: \_\_\_\_\_

CODE	GENERAL DESCRIPTION	QUANTITY / SIZE	ESTIMATED BUDGET	QTY / SCHEDULE / MILESTONE OF ACTIVITIES														
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
	<b>A. OFFICE SUPPLIES</b>																	
	1. Copy Paper, A4 size																	
	2. Ballpen, blue/black																	
	3. etc.																	
	Total - - - - -																	
	<b>B. OFFICE EQUIPMENT</b>																	
	1. Airconditioner, 2HP																	
	2. Copier Machine																	
	Total - - - - -																	
	<b>C. COMMUNICATION EQUIPMENT</b>																	
	1. Fax Machine																	
	Total - - - - -																	
	<b>D. IT EQUIPMENT &amp; OTHER COMPUTER PERIPHERALS</b>																	
	1. Desktop Computer																	
	2. Flash Drive, mouse, etc.																	
	Total - - - - -																	
	<b>E. FURNITURE &amp; FIXTURES</b>																	
	1. Office/Clerical/Computer Table																	
	2. Clerical/Computer Chair																	
	3. etc.																	
	Total - - - - -																	
	<b>F. LABORATORY EQUIPMENT</b>																	
	<b>G. OTHER MACHINERIES</b>																	

NATIONAL MEAT INSPECTION SERVICE

\_\_\_\_\_  
(Address)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP), FY 2012

END-USER/DIVISION/UNIT: \_\_\_\_\_

CODE	GENERAL DESCRIPTION	QUANTITY / SIZE	ESTIMATED BUDGET	QTY / SCHEDULE / MILESTONE OF ACTIVITIES																				
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec									
	H. REPAIR AND MAINTENANCE - Service Vehicle/s - Building (Termite treatment, repainting) - Office Equipment - IT Equipment - Laboratory Equipment - Furniture & Fixtures																							
	I. GASOLINE/OIL/LUBRICANTS																							
	J. COMMUNICATION SERVICES - Mail - Telephone - Internet - Mobile Phone																							
	K. NEWSPAPER/MAGAZINE SUBSCRIPTION																							
	L. JANITORIAL SERVICES																							
	M. SECURITY SERVICES																							
	N. WATER																							
	O. ELECTRICITY																							



NATIONAL MEAT INSPECTION SERVICE

\_\_\_\_\_ (Address)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP), FY 2012

END-USER/DIVISION/UNIT: \_\_\_\_\_

CODE	GENERAL DESCRIPTION	QUANTITY / SIZE	ESTIMATED BUDGET	QTY / SCHEDULE / MILESTONE OF ACTIVITIES													
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
P.	PRINTING (Ex. MMPIC, leaflets, manuals, etc.)																
Q.	INFRASTRUCTURE PROJECTS																
R.	CONSULTING SERVICES																
S.	SEMINARS/TRAININGS																
T.	INSURANCE / REGISTRATION - Vehicles - Building & equipment																
U.	TRANSPORTATION SERVICES - Plane - Boat - etc.																

NOTE: Technical Specifications for each Item / Project being proposed shall be submitted as part of the PPMP.

Prepared By: \_\_\_\_\_

Submitted by: \_\_\_\_\_

\_\_\_\_\_ Head