



Republic of the Philippines  
Province of Davao del Norte  
**MUNICIPALITY OF KAPALONG**

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# OFFICE OF THE MUNICIPAL MAYOR

## EXECUTIVE ORDER NO. 07

Series of 2022

### AN ORDER PRESCRIBING GUIDELINES ON THE PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) OF THE LGU OF KAPALONG

**WHEREAS**, Republic Act 9184, also known as “Government Procurement Reform Act” provides for the modernization, standardization, and regulation of the procurement activities of the Government and for other purposes;

**WHEREAS**, Section 7 of the 2016 IRR of the Republic Act 9184, also known as the “Government Procurement Reform Act” provides the legal reference for the preparation of the PPMP;

**WHEREAS**, the Project Procurement Management Plan (PPMP) serves as a guiding document in the procurement and contract implementation process, a vital reference in procurement monitoring, and serves as an important tool in resource and financial management allowing the Local Government the flexibility to optimize the utilization of scarce resources;

**WHEREAS**, the PPMP will guarantee well-planned procurement which will minimize the practice of doing short-cuts thus ensuring that the Procuring Entity is able to purchase its requirements for the delivery of public services;

**WHEREAS**, the PPMP should be prepared by the End-User Units or Implementing Units of the Procuring Entity during the preparation of the Budget Proposal for the succeeding calendar year;

**NOW THEREFORE, I, MARIA THERESA R. TIMBOL**, Municipal Mayor of this town, by virtue of the powers vested in me by law, do hereby order:

**Section 1. Scope and Application.** This Order shall apply to the procurement of: (a) goods, supplies, materials and related services; (b) civil works; and (c) consulting services.

**Section 2. Statement of Policy.** It is the policy of the government that procurement shall be competitive and transparent and shall be done through public bidding, except as otherwise provided in this Executive Order.



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**Section 3. Procurement Planning and Budgeting Linkage.** All procurement shall be within the approved budget of This Local Government Unit (LGU) and should be meticulously and thoughtfully planned. To be consistent with the government's efforts to achieve fiscal discipline, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan (APP). For purposes of this order, a procurement project shall be considered crucial to the efficient discharge of governmental functions if it is necessary for the day-to-day operations or is in accordance with the mandate of This LGU. The APP shall include provisions for foreseeable contingencies based on past records. To reduce/lower project costs of infrastructure projects, the APP shall consider the appropriate timing/phasing of related project activities, such as, acquisition of right of way and engineering design.

Unless it is in line with the approved APP of This LGU, no procurement will commence. The APP shall be approved by the undersigned as Head of the Procuring Entity (HOPE) or a second-ranking official designated by the undersigned to act on her behalf. Further, the APP shall be consistent with the approved yearly budget of This LGU.

**Section 4. Project Management Plan.** A component of the Project Management Plan (PMP) is the preparation of the Project Procurement Management Plan (PPMP). The Mayor's Office (MO) – Supply Section shall thoughtfully prepare, maintain and update the Agency Procurement Management Plan (APMP) of This LGU for all its procurement. The APMP shall include a Project Procurement Management Plan (PPMP) for each project.

**Section 5. Procurement Guidelines.** The APP shall be formulated and revised only in accordance with the following guidelines:

- 5.1 At the start of every budget period, each end-user unit through its designated Focal Person shall prepare its proposed budget for the succeeding calendar year and submit the same to the Municipal Budget Office. In order to reflect end-user unit's priorities and objectives, each budget proposal shall consider the budget framework for that year.
- 5.2 The end-user units of This LGU shall prepare their respective PPMPs for their different programs, projects and activities (PPAs). The PPMP shall include the following:
  - a. Information on whether the project, program or activity will be contracted out or consigned;
  - b. Type and objective of the contract to be employed;
  - c. The extent/size of contract scope/package;
  - d. The procurement methods to be adopted, indicating whether or not the procurement tasks are to be outsourced;
  - e. Delivery and Payment Schedules; and
  - f. Other Major Milestones



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For the purpose of this Section, consignment refers to an arrangement where the following requisites are present: (a) delivery of goods by their owner (consignor), without sale, to a government agency (consignee); (b) consignee must try to sell the goods and remit the price of the sold goods to the consignor; (c) consignee accepts without any liability except for failure to reasonably protect them from damage; (d) no disbursement of government funds is involved; and (e) at terms not disadvantageous to the Government of the Philippines.

- 5.3 The PPMP shall then be submitted to the Municipal Budget Office. The Municipal Budget Office shall evaluate each end-user's submitted PPMP and, if warranted, include it in This LGU's budget proposal for approval by the undersigned.
- 5.4 After the budget proposal has been approved by the undersigned and the Local Finance Committee, the Municipal Budget Office shall furnish a copy of the budget proposal as well as the corresponding PPMPs to the BAC Secretariat for its review and consolidation into the proposed APP. The proposed APP shall be consistent with This LGU's budget proposal.
- 5.5 As soon as the appropriation ordinance becomes final, the end-user units shall revise and adjust the PPMP to reflect the budgetary allocation for their respective PAPs. The revised PPMPs shall be submitted to the BAC, through its Secretariat, for the finalization of the modes of procurement under the proposed APP. The APP shall then be approved in accordance with Section 3 of this Executive Order.

**Section 6. Updating.** Updating the individual PPMPs shall be the responsibility of the end-user concerned and the BAC Secretariat, respectively. The updating shall be undertaken every three (3) months or as often as may be necessary.

**Section 7. Repealing Clause.** All executive issuances, orders, rules and regulations or parts thereof inconsistent with this Executive Order are hereby repealed, amended and/or modified accordingly.

**Section 8. Separability Clause.** If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.



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**Section 9. Effectivity.** This Executive Order shall take effect immediately upon signing hereof and shall remain in full force unless revoked or amended.

Signed this **16th** day of **June, 2022** at 2<sup>nd</sup> Floor, Executive Building, LGU Compound, Maniki, Kapalong, Davao del Norte, Philippines.

**MARIA THERESA R. TIMBOL**  
Municipal Mayor

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