



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila

097.7 OPWH

01.17.2023

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DEPARTMENT MEMORANDUM )

CIRCULAR NO. )  
Series of 2023 )

04

1/17/2023

**FOR/TO : UNDERSECRETARIES  
ASSISTANT SECRETARIES  
REGIONAL DIRECTORS  
BUREAU DIRECTORS  
SERVICE DIRECTORS  
HEADS OF UPMOs  
DISTRICT ENGINEERS  
HEADS OF ATTACHED AGENCIES  
OTHERS CONCERNED**  
This Department

For information and guidance, attached is a copy of **GPPB Advisory No. 03-2022** dated December 29, 2022, with the subject: "**REMINDER ON THE SUBMISSION OF PROCUREMENT REPORTS FOR FISCAL YEAR 2023.**"

A copy of the said Advisory may also be downloaded from the DPWH website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

  
**Atty. MICHAEL S. VILLAFRANCA, CESO III**  
Officer-in-Charge  
Office of the Assistant Secretary for Support Services

Encl: GPPB Advisory No. 03-2022 dated December 29, 2022

cc: Office of the Secretary

10.1.4 JVL/CDP/GME/VGV/MSV

**ADVISORY 03 - 2022**

**FOR: ALL PROCURING ENTITIES**

**SUBJECT: REMINDER ON THE SUBMISSION OF PROCUREMENT REPORTS FOR FISCAL YEAR 2023**

**DATE: 29 DECEMBER 2022**

This is to remind all Procuring Entities (PEs) on the submission of Procurement Reports for FY 2023 pursuant to **Government Procurement Policy Board (GPPB) Circular 02-2020**,<sup>1</sup> re: "Guidelines in the Posting and Submission of APPs, PMRs, and APCPI Results."

**1.0 What to submit?**

All PEs shall submit to the GPPB the following Procurement Reports to the respective electronic mail addresses provided:

| Report                                                    | Email                                                    |
|-----------------------------------------------------------|----------------------------------------------------------|
| FY 2022 APP (Changes within 2nd Semester)                 | <a href="mailto:app@gppb.gov.ph">app@gppb.gov.ph</a>     |
| FY 2023 APP                                               |                                                          |
| FY 2023 APP (Changes within the 1 <sup>st</sup> Semester) |                                                          |
| FY 2022 PMR for 2nd Semester                              | <a href="mailto:pmr@gppb.gov.ph">pmr@gppb.gov.ph</a>     |
| FY 2023 PMR for 1 <sup>st</sup> Semester                  |                                                          |
| FY 2022 APCPI results                                     | <a href="mailto:apcpi@gppb.gov.ph">apcpi@gppb.gov.ph</a> |

**2.0 When should these reports be submitted?**

| Report                                                    | Deadline of submission |
|-----------------------------------------------------------|------------------------|
| FY 2022 PMR for 2nd Semester                              | 14 January 2023        |
| FY 2022 APP (Changes within 2nd Semester)                 | 31 January 2023        |
| FY 2023 APP                                               | 31 January 2023        |
| FY 2022 APCPI results                                     | 31 March 2023          |
| FY 2023 PMR for the 1 <sup>st</sup> Semester              | 14 July 2023           |
| FY 2023 APP (Changes within the 1 <sup>st</sup> Semester) | 31 July 2023           |

<sup>1</sup> As approved under GPPB Resolution No. 11-2020 re: "Approving the Electronic Submission of Annual Procurement Plans (APPs), Procurement Monitoring Reports, and Agency Procurement Compliance and Performance Indicators (APCPI) Results and Posting and Extension of Deadline for Submission of APPs and PMRs. GPPB Circular 02-2020 issued on 20 May 2020, may be viewed thru this link:  
<https://www.gppb.gov.ph/issuances/Circulars/GPPB%20Circular%2002-2020.pdf>

### 3.0 *What are the requirements to be considered compliant in the submission of procurement reports?*

Procurement Reports must comply with the requirements of the GPPB Circular 02-2020. The table below summarizes the requirements to be determined compliant for the submission:

| <i>Requirement</i>                                                                                                   | <i>APP</i> | <i>PMR</i> | <i>APCPI</i> |
|----------------------------------------------------------------------------------------------------------------------|------------|------------|--------------|
| Submitted on or before the deadline                                                                                  | ✓          | ✓          | ✓            |
| Prepared using the prescribed format                                                                                 | ✓          | ✓          | ✓            |
| Submitted in both Microsoft Excel and Portable Document Format (PDF) Files                                           | ✓          | ✓          | ✓            |
| Include a Posting Certification <sup>2</sup> duly signed by the head of the Bids and Awards Committee Secretariat    | ✓          | ✓          | n/a          |
| Submitted in accordance to the approved General Appropriations Act (GAA), corporate budget or appropriate ordinances | ✓          | n/a        | n/a          |

### 4.0 *Is the submission of APP prior to the approval of GAA, corporate budget, appropriate ordinances or based upon the proposed budget accepted and considered for compliance?*

No. Submission of an APP prior to the approval of GAA, corporate budget, appropriation ordinances or based upon the proposed budget is considered as **Indicative APP** and **not the final and approved APP** required to be submitted to the GPPB pursuant to Section 7 of Republic Act 9184 and its 2016 revised Implementing Rules and Regulations.

Indicative APP for FY 2024 is only required to be posted in the agency's Transparency Seal webpage **on or before 30 September 2023** pursuant to the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems through its Memorandum Circular.<sup>3</sup>

### 5.0 *How does one know if the PE's submission has been successful?*

To be considered as having submitted the procurement reports, the PE should receive an **auto-generated acknowledgment receipt** from the GPPB - Technical Support Office (TSO) upon its submission through electronic mail. **If no acknowledgment receipt was received within one (1) hour after the submission, the PE should contact the GPPB-TSO through the Performance Monitoring Division** at (02) 7-900-6740 to 41 and (02) 7-900-6743 to 44 local 102, to validate its submission and request for an acknowledgement receipt. **Note that, this acknowledgment receipt is the only acceptable proof of submission for purposes of compliance.**

<sup>2</sup> Appendix "1" of GPPB Circular 02-2020


<sup>3</sup> Deadline is based on the MCs issued by the IATF in FY 2020 and 2021. Should there be any changes on the deadline to be set by IATF for FY 2022, the IATF MC for FY 2022 shall prevail.

Moreover, due to the high volume of electronic mails we receive during or near the date of the deadline/s, PEs are highly encouraged to submit in advance and avoid last minute submission to ensure the timely receipt of the auto-generated acknowledgment receipt. **The high volume of electronic mails can result to heavy data traffic from the network to server which may delay file transmission and receipt or non-receipt of the auto-generated acknowledgment receipt.**

6.0 ***What to do in case you need further clarifications?***

You may contact the Performance Monitoring Division of the GPPB-TSO at telephone no. (02) 7-900-6740 to 41 and (02) 7-900-6743 to 44 local 102, Monday to Friday, 7:00 AM to 4:00 PM or send email to [gppb@gppb.gov.ph](mailto:gppb@gppb.gov.ph).

7.0 For the information and compliance of all concerned.

 2022.12.29  
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+08'00'  
**ENGR. DIPHDALYN A. SALAZAR**  
*Officer-in-Charge*