

April 25, 2025

**CORPORATE MEMORANDUM**NO. ~~2475~~-0023**TO : ALL CONCERNED END-USERS**  
Head Office**SUBJECT : Approval of the Fourth (4<sup>th</sup>) Batch of Supplemental  
Annual Procurement Plan (APP) for CY 2025**

The Supplemental Annual Procurement Plan (APP) for CY 2025 is hereby prepared under Implementing Rules and Regulations (IRR) of R.A. 12009 or the New Government Procurement Act, in accordance with the following guidelines:

“Section 7.8 No government procurement shall be undertaken unless it is in accordance with the approved Indicative APP or final APP of the Procuring Entity, as the case may be”

“Section 7.9 Proposal for additional PPMPs or changes to the PPMPs may be undertaken as often as necessary.

The End-User or Implementing Units of the Procuring Entity shall be responsible for the preparation of the new or revised PPMPs, while the BAC Secretariat shall incorporate the approved PPMPs into the APP, to be recommended by the BAC for approval of the HoPE”

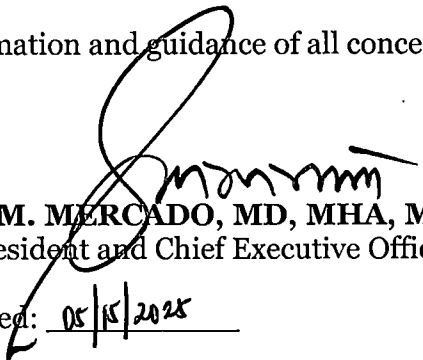
Pursuant to the Bids and Awards Committee – Annual Procurement Plan (BAC-APP), Resolution No. 11, s. 2025 the BAC – APP deliberated on, determined and recommended the appropriate methods of procurement covering various Projects, Activities and Programs (PAPs) included in the APP, in accordance with the parameters set forth by R.A. 12009 and its IRR.

It is emphasized that all procurement based on the approved Supplemental Annual Procurement Plan (APP) for CY 2025 must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, its RIRR as well as relevant government and corporate procurement policies, rules and regulations, subject to usual government auditing and accounting rules and regulations. Moreover, the following specific requirements should also be met:

Under the authority granted by the PhilHealth Board to the President and CEO as Head of the Procuring Entity (HoPE), the attached Supplemental Annual Procurement

Plan (APP) for CY 2025 is hereby approved and enjoin the concerned office to facilitate procurement and the implementation of the PAP thereat.

For information and guidance of all concerned.

  
**EDWIN M. MERCADO, MD, MHA, MMSc.**  
Acting President and Chief Executive Officer

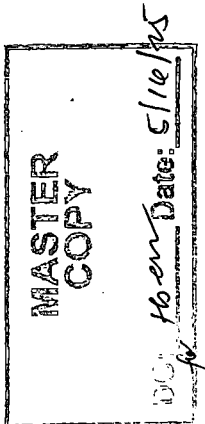
Date Signed: 05/15/2025

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DC: Ho-on Date: 5/16/25

# **Fourth (4th) Batch of Supplemental Annual Procurement Plan (APP) for CY 2025**

**Goods and Services**  
Maintenance and Other Operating Expenses



Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/ Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LOV-412	PRID Writeshop on the Development of Standard Operating Procedures (SOP) and Work Instructions (WINs)	Physical Resources & Infrastructure Department (PRID)	No	NP - 53.10 Lease of Real Property and Venue					COB CY 2025	112,500.00	112,500.00		New project
										Php 112,500.00	Php 112,500.00		

Consolidated/ Prepared by:

JAY L. BANAGA  
APP Team  
Secretariat for the Bids and Awards Committees

Reviewed by:

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Head, APP Team  
Secretariat for the Bids and Awards Committees

Certified Correct as to Consolidation:

CRISTINA M. MONSALUD  
Administrative Officer IV  
Secretariat for the Bids and Awards Committees

JOSEPH O. VERGARA  
Head  
Secretariat for the Bids and Awards Committees

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DC: Hon Date: 5/16/25