Republic of the Philippines
Province of Palawan
Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM NO. : 14
Series of 2025

TO : **DEPARTMENT/SECTION HEADS**
This municipality

DATE : **JANUARY 21, 2025**

SUBJECT : **TIMELY SUBMISSION OF INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN**

In compliance to Memorandum No. 001 series 2025, re: *Municipal Development Council (MDC) Calendar of Activities for the First Quarter of 2025 and to* facilitate the timely submission of the Indicative Annual Procurement Plan for FY 2026, there should be submitted Indicative Project Procurement Management Plan which shall be the sole basis to generate the said report.

In view of the above, you are all hereby directed to submit your respective Indicative Project Procurement Management Plans (IPPMPs) for FY 2026 **on** or **before Wednesday, February 5, 2025,** at the **Office of the Municipal Administrator.**

For your convenience, you may submit a soft copy either via flashdrive or electronic mail (email) to Ms. Sheltiel C. Agudo at agudosheltiel@gmail.com. Failure to comply may result to non-processing of your Purchase Requests (PRs) and Obligation Requests (OBRs).

For your strict compliance.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor

Republic of the Philippines
Province of Palawan
Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM ORDER No. 014
Series 2025

TIMELY SUBMISSION OF INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN

	OFFICE	SIGNATURE	TIME
1.	Municipal Planning & Dev't Office		10:18AM
2.	Municipal Accounting Office		10:19AM
3.	Municipal Budget Office		10:21AM
4.	Human Resource Management Office		10:22
5.	MICTO		10:23AM
6.	COMMUNITY AFFAIRS SECTION		10:25 AM
7.	MTBOM		10:27AM
8.	BILG OFFICE		10:28 AM
9.	Municipal Engineering Office		10:30 AM
10.	MCDO		10:35AM
11.	MENRO		10:33 AM
12.	ASSESSOR		10:33 AM
13.	Municipal Treasurer's Office		10:34PM
14.	MSWDO Office		10:34
15.	MCRO		10:45
16.	OMA		10:40
17	OSCA		10:41
18.	MIO (Licensing)		10:45 AM
19.	VMO		10:45 AM
20.	Office of the Secretary to the SB		10:47 am
21.	COMELEC		10:51AM
22.	Palawan Council for Sustainable Development		10:57 am
23.	MGSO		11:00 AM
24.	TWD		11:04 am

25 BFP TAYUG FCDN		11034
26. Elna Endino		
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