

BPP/DG/M/2026/010

11th September 2026

CIRCULAR

The Chief of Staff to the President, C-in-C,
The Deputy Chief of Staff to the Vice-President,
Chief Justice of Nigeria,
Secretary to the Government of the Federal,
The Head of the Civil Service of the Federation,
Permanent Secretaries/Heads of Extra-Ministerial Departments
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau
Chairman, Code of Conduct Tribunal
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation And Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and Other Related Offences
Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency
Clerk of the National Assembly
Chief Registrar, Supreme Court of Nigeria,
Accountant General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Directors-General, Chief Executives of Parastatals, Agencies and Government
Owned Companies

REQUEST FOR SUBMISSION OF PMS/APER SCORES, ELIGIBILITY AND SENIORITY LISTS FOR THE YEAR 2026 PROMOTION EXERCISE FOR PROCUREMENT OFFICERS ON SALARY GRADE LEVELS 08-13 IN THE POOL OF THE BUREAU OF PUBLIC PROCUREMENT

The Bureau of Public Procurement (BPP) has commenced preparations for the conduct of the Year 2026 Promotion Examination for Procurement Officers on Salary Grade Levels (SGL) 08-13 in the Pool of the Bureau.

2. In furtherance of the above, all Ministries, Departments and Agencies (MDAs) with Procurement Officers in the Pool of the Bureau are hereby requested to forward the Performance Management System/Annual Performance Evaluation Report (PMS/APER) scores, eligibility lists and seniority lists of all eligible officers, using attached Form "A" (Eligible Officers) and Form "B" (Record of all Procurement Officers).

3. For the avoidance of doubt, an officer shall be considered eligible to participate in the Year 2026 Promotion Exercise only if he/she has spent a minimum period of three (3) years on his/her present Salary Grade Level.

4. The promotion exercise is applicable to officers in the following cadres:

i. Procurement Officers; and

ii. Executive Officers (Procurement).

5. Accordingly, all MDAs are required to ensure that the information submitted is accurate, complete and duly verified, particularly with respect to the officers' *dates of first appointment, dates of confirmation, present appointment/last promotion and Salary Grade Level, PMS/APER scores and seniority position*. This is to facilitate the timely compilation and processing of the eligibility list for the promotion exercise.

6. All returns are to be submitted in both soft and hard copies, duly endorsed and signed by the Director (Administration/Human Resource Management) of the respective MDA. The completed returns should be forwarded to the Director-General/CEO, Bureau of Public Procurement, to reach the Bureau on or before Friday, 16th October, 2026.

7. In view of the timelines for the preparation and conduct of the promotion exercise, all MDAs are kindly requested to treat this request as urgent and accord it the necessary priority, to ensure that the required information is received within the stipulated deadline.

Dr. Adebowale A. Adedokun, FCIPS, FCILT, FSM
Director-General

FORM A (ELIGIBLE LIST)

NAME OF MDA.....

SN	Name	Salary Grade Level	Date of First Appt.	Date of Confirmation of Appt.	Date of Present Appt./Last Promotion	PMS/ APER Score	Remark

FORM B (Record of All Procurement Officers)

SN	Name	Salary Grade Level	Date of First Appt.	Date of Confirmation of Appt.	Date of Present Appt./Last Promotion	Date of Present posting