



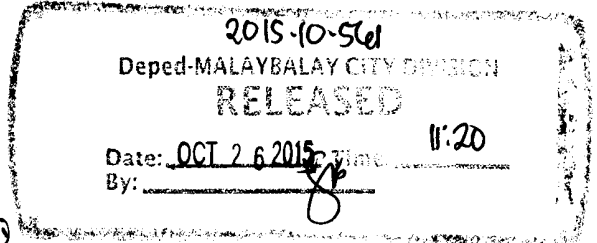
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
P-6, Casisang, Malaybalay City

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DIVISION MEMORANDUM
NO. 437, s. 2015

TO: Elementary School Heads
Secondary School Heads (IU & Non-IU)
This Division



FROM: *L. Oplenaria*
EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent

RE: SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON USE
SUPPLIES AND EQUIPMENT (APP-CSE) FOR FY 2016

Date: October 23, 2015

1. In compliance with the spirit and intent of Administrative Order No. 17. s. 2011 and DBM Circular Letter Nos. 2011-6/2011-6A on the submission to DBM of an Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) by all National Government Agencies (NGAs) and other procuring government entities, all concerned are hereby directed to submit Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) for FY 2016 to this Office, Attention: Division OIC-Supply Officer on or before November 4, 2015.
2. Further, you may send your soft copy at this email address: property_supply@yahoo.com as an advance copy for consolidation to be submitted to the Regional Office on November 15, 2015.
3. Forms are downloadable from this website.
4. For strict compliance.

Copy furnished: *Records Unit*
Property & Supply Unit

TO BE POSTED IN THE WEBSITE