



Republic of the Philippines
Department of Education
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY

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DIVISION MEMORANDUM
No. 601 s. 2016

2016-11-152
DepEd-MALAYBALAY CITY DIVISION
RELEASED

Date: NOV 14 2016 Time: 4:20
By: *[Signature]*

TO: Public Elementary and Secondary School Heads
All Others Concerned

FROM: *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent

DATE: November 14, 2016

RE: SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE
SUPPLIES AND EQUIPMENT 2017

1. Pursuant to the Regional Memorandum No. 285 dated October 31, 2016, this Office hereby reiterates the submission of Annual Procurement Plan for Common Use Supplies and Equipment 2017 (APP-CSE 2017) of all schools on or before November 15, 2016.
2. This Office further reiterates to strictly follow the prescribed format for APP-CSE to conform to IT system requirements. The total amount of the APP-CSE 2017 shall not exceed the allotment for office supplies. The allotment is specifically indicated in the 2017 National Expenditure Program (NEP) for secondary schools while the elementary schools should conform to the percentage guide derived from the overall allotment of all elementary schools in the division.
3. The following are downloadable in the Division Website for reference:
 - a. APP-CSE 2017 format
 - b. 2017 NEP
 - c. MOOE 2017 Percentage Guide – Elementary
4. You are required to submit the APP-CSE 2017 in three (3) copies to this Office Attention: **Darvy C. Daguiamol**. Meanwhile, a soft copy is also required to be sent via email to property_supply@yahoo.com.

5. For strict compliance.

TO BE POSTED IN THE WEBSITE