



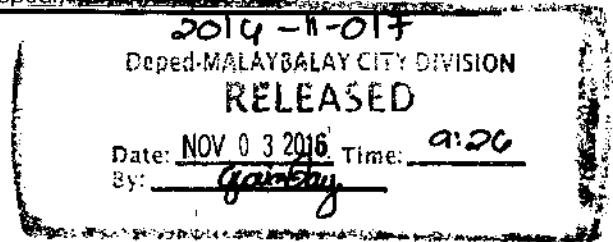
Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



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MEMORANDUM



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

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: November 3, 2016

RE: SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON USE
SUPPLIES AND EQUIPMENT (APP-CSE) FOR FY 2017

1. In compliance to the intent of Administrative Order No. 17, s. 2011 and the DBM Circular Letter Nos. 2011-6/2011-6A re: **Submission to DBM of 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 APP-CSE to this Office, Attention: Division Property & Supply Unit on or before November 10, 2016.
2. Further, you are required to send your soft copy thru email address: property_supply@yahoo.com as an advance copy for consolidation to be submitted to the Regional Office.
3. Forms are downloadable from the division website.
4. For strict compliance.

Copy furnished:
Records Unit
Property & Supply Unit