



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




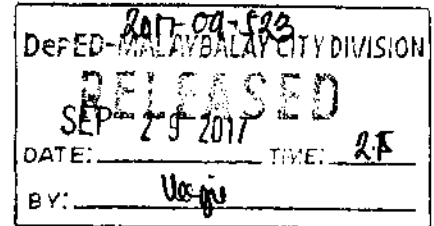
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DIVISION MEMORANDUM

No. 501 s. 2017

TO: Elementary and Secondary School Heads

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



DATE: September 28, 2017

RE: SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON USE
SUPPLIES AND EQUIPMENT (APP-CSE) FOR FY 2018

1. Consistent to Administrative Order No. 17, s. 2011 and DBM Circular Letter Nos. 2011-6/2011-6A specifically on the **submission of the Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE)** by all National Government Agencies (NGAs) and other procuring entities, this Office hereby directs all school heads to submit three (3) hard copies of the APP-CSE for FY 2018 on or before October 17, 2017 to this Office Attention: Darvy C. Daguimol, AO IV. The APP-CSE Form can be accessed and downloaded in our Division website.

2. Further, you are required to submit to this Office electronic or soft copies of the APP-CSE through this email address property_supply@yahoo.com for consolidation prior to submission to DepED – Regional Office.

3. For compliance.

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