



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY




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DIVISION MEMORANDUM
NO. 272, s. 2013

Deped-MALAYBALAY CITY DIVISION
RELEASED

TO: Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

Date: 10/9/13 Time: 11:21 A.M.
By: Atty. Anabelle

FROM: 
EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent

RE: Submission of Annual Procurement Plan for Common Use Supplies and
Equipment (APP-CSE) for FY 2014 – School Level

DATE: October 8, 2013

1. In compliance with the spirit and intent of Administrative Order No. 17 issued by the Office of the President on July 28, 2011 and per letter of reminder dated July 26, 2013 from Estanislao C. Granados Jr., Executive Director IV, Procurement Service, Department of Budget and Management (see attached), all concerned are hereby directed to submit Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) for FY 2014 to app@procurementsservice.org or app.psdmbm@yahoo.com and submit one (1) hard copy thereof to this Office, Attention: Division Supply Officer on or before **November 13, 2013** for transmission of this Office to Department of Budget and Management, Regional Office No. X., Bulua, Cagayan de Oro City on November 15, 2013.

2. It was observed that there are still submissions not complying with the format, hence, all are advised to use only the format of APP-CSE that is downloadable at this link:

http://www.philgeps.gov.ph/GEPSNONPILOT/announcement/an_viewDetail.aspx?menuIndex=2&an_id=237

3. For strict compliance.

ELO/sylm



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
RR Road, Cristobal Street, Paco, Manila, Philippines 1007
Tel. Nos. 563-9365 & 563-9395



July 26, 2013

All Supply Officers
National Government Agencies
Government Owned and Controlled Corporations
Government Financial Institutions
Local Government Units

Sir/Madam:

In compliance with the spirit and intent of Administrative Order No. 17 issued by the Office of the President on July 28, 2011, we are again furnishing you a copy of the APP-CSE form. It was observed that there are still submissions not complying with the format that is downloaded in philgeps.gov.ph

Accordingly, kindly e-mail your APP-CSE to app@procurement-service.org or app.psd@m@yahoo.com and submit one (1) hard copy thereof to the following:

- Main Office to the concerned Budget and Management Bureau of the Department of Budget and Management Central Office;
- Regional Office to the concerned Department of Budget and Management Regional Office.

✓ Your APP-CSE for FY 2014 should be submitted to the above offices on or before November 15, 2013.

Your submission will be a significant contribution to making public procurement more efficient and economical.

Thank you very much.

Very truly yours,


ESTANISLAO C. GRANADOS JR.
Executive Director IV

cc: Head of Office
National Government Agencies
GOCCs
GFIs
LGUs