



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Malaybalay City



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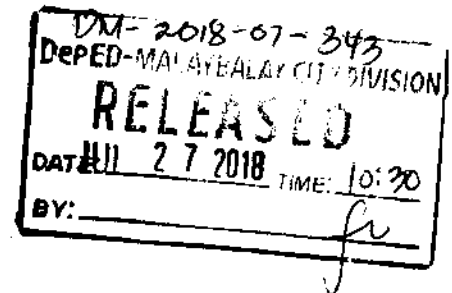
July 26, 2018

DIVISION MEMORANDUM
NO. 343 S. 2018

TO : Elementary and Secondary School Heads

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

RE : **SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON
USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR FY 2019**



1. Consistent to Administrative Order No. 17, s. 2018 and DBM Circular Letter Nos. 2011-6/2011-6A 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 APP-CSE for FY 2019 on or before August 10, 2018 to this Office attention: Darvy C. Daguimol, AO IV. The form can be downloaded in the Division website.

2. You are also required to email to this Office electronic or soft copies of the said report at property_supply@yahoo.com for consolidation prior to submission to DepED – Regional Office.

To be posted in the website.

Scanned & emailed; posted

NOTICE TO ALL GOVERNMENT AGENCIES: SUBMISSION OF APP-CSE FOR 2019

All government agencies are advised to submit their Annual Procurement Plan – Common-Use Supplies and Equipment (APP-CSE) for 2019. Deadline of submission is on 31 August 2018.

The form (Annual Procurement Plan) may be downloaded at the Downloads page of the PS-PhilGEPS website (www.ps-philgeps.gov.ph, then click PS logo) and agencies must follow instructions on how to accomplish and submit the form.

Submission of FY 2019 APP-CSE is a requirement for the grant of the 2018 Performance Based Bonus (PBB), as stated in the Memorandum Circular No. 2018-1 issued by the AO25 Secretariat on 28 May 2018. It should also be posted in the agency Transparency Seal page not later than 31 August 2018.

Should you need further assistance, please contact the Marketing and Sales Division at telephone numbers (02) 689-7750 local 4021 and look for Ms. Evelyn I. Torres and/or Ms. Anna Liz C. Bona.

PROCEDURE ON HOW TO SUBMIT APP-CSE 2019

1. Go to www.ps-philgeps.gov.ph then click Procurement Service logo.
2. Click APP-CSE 2019 icon on the home page.
3. Download the APP-CSE 2019 template.
4. Fill out the form and accomplish two (2) copies (a) PDF Format or scanned signed copy; and (b) Excel Format or editable file. (See Also: [User Guide: How to Enable Macro](#))
5. Name your APP file using this format: APPCSE2019_Name of Agency_Main or Region (e.g. APPCSE2019_Agency_Main or Region).
6. Submit the PDF format (scanned signed copy) and excel format by accessing the online submission form using this link: <https://goo.gl/forms/RIs7qeHuRTwObXXY2> (best viewed in Google Chrome browser). Ensure that you sign in using your Gmail account.
7. A confirmation email will be sent to your registered email as proof that you successfully submitted your APP-CSE 2019.