



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DN-2019-293
RELEASED
BY: SEP 04 2019
TIME: 3:20
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DIVISION MEMORANDUM

No. 293, s. 2019

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Elementary and Secondary School Heads
All Others Concerned**

FROM: REBONFAMIL R. BAGUIO
Schools Division Superintendent
24 Sept 19

Date: September 3, 2019

**Re: SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON
USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR FY 2020**

1. Pursuant to PhilGeps Advisory No. 007, s. 2019 on the submission of **Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE)** by all National Government Agencies (NGAs) and other procuring entities. Schools shall submit APP-CSE for 2020 to PhilGEPS Virtual Store on or before September 20, 2019.
2. Follow the steps as provided by PhilGEPS:
 - a. Go to www.ps-philgeps.gov.ph then click Procurement Service logo.
 - b. Click APP-CSE 2020 icon on the home page.
 - c. Download the APP-CSE 2020 template.
 - d. Fill out the form and accomplish the Excel file.
 - e. Name your APP file using this format: APPCSE2020_Name of Agency_Main or Region (e.g. APP-CSE2019_DBM_Main).
 - f. Upload the accomplished Excel file to the PhilGEPS Virtual Store using the buyer Coordinator account. *(Only buyer coordinators will be allowed to upload APP-CSEs)*
3. Also submit two (2) hard copies to the Property and Supply Unit for consolidation prior to submission to DepEd – Regional Office and submission to Commission on Audit.

4. Queries relative to this can be relayed to Darvy C. Daguimol, Administrative Officer IV, Property and Supply at 0926-775-3812.

Copy furnished:

Records Unit
Property and Supply
AO

TO BE POSTED IN THE DIVISION WEBSITE

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