DIVISION MEMORANDUM
No. 295, 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

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 suing 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.