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DM 2020-10-402
DEPED MALAYBALAY CITY DIVISION
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Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 462, s. 2020

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

FROM: VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

Date: October 19, 2020

**Re: SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON
USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR FY 2021**

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1. Pursuant to PhilGeps Advisory No. 2020-1 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 2021 to the Property and Supply Unit on or before October 30, 2020.
 2. Two (2) hard copies for consolidation before submission to DepEd Regional Office and the Commission on Audit.
 3. Queries relative to this can be relayed to Darvy C. Daguimol, Administrative Officer IV, Property and Supply Unit thru 0935-775-3812.

Copy furnished:
Records Unit
Property and Supply Unit

TO BE POSTED IN THE DIVISION WEBSITE

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