



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

JNM 2020-11-114
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: TIME: 4:30
BY: 8 5 2020

UNNUMBERED MEMORANDUM

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Unit Heads
All Others Concerned**

FROM: VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

Date: November 05, 2020

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

1. In compliance 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. Units of this Division shall submit APP-CSE for CY 2021 to the Property Unit on or before November 16, 2020 to be included in the consolidation for submission to DBM and DepEd Regional Office X.
2. Price list from the Procurement Service can be downloaded from our website. Note that the prices were marked up with 20%.
3. Queries relative to this can be relayed to Darvy C. Dagumol, Administrative Officer IV, Property and Supply Unit thru 0935-775-3812.

TO BE POSTED IN THE DIVISION WEBSITE

