



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

UNM - 2021- 08 - 072  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 9/20/21 TIME: 10:52am  
BY: [Signature]

---

**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:** August 19, 2021

**RE:** SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON  
USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR FY 2022

---

In compliance to PhilGEPS Advisory No 2021-007 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 2021 drafts to the Property Unit on or before August 29, 2021 to be included in the consolidation for submission to DBM and DepEd Regional Office X.

Prices of supplies available at Procurement Service are automatically supplied in the 2022 APP-CSE form downloadable from this website.

Queries relative to this may be relayed to Darvy C. Daguimol, Administrative Officer IV – Property and Supply Unit thru phone number 0926 7753812.

TO BE POSTED IN THE DIVISION WEBSITE



---

Purok 6, Casisang, Malaybalay City  
Telefax (088) 314-0094  
Email: malaybalay.city@deped.gov.ph