



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

DM 2021-09-476  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
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BY: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 476, s. 2021

**TO: Public Schools District Supervisors  
Elementary and Secondary School Heads  
All others concerned**

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

**DATE: September 8, 2021**

**RE: PREPARATION OF PPMP AND UPLOADING OF SCHOOL APP-CSE**

In compliance to PhilGEPS ADV 2021-007, this Office requires all School Heads to make sure copy of APP-CSE 2022 be uploaded in the Philgeps Portal. The Property Unit of the Division Office will be expecting hard copy of the aforesaid document for submission to the Commission on Audit.

September 30, 2021 is the deadline. Thus, ample time is left for registration and uploading. Those who have not registered as "Agency Buyer" may download the form from [www.depedmalaybalay.net](http://www.depedmalaybalay.net). The Tax Identification Number required in the form is 406-694-745-0000 (Department of Education – Division of Malaybalay City). Email filled out Agency Buyer Registration form to [agency@ps-philgeps.gov.ph](mailto:agency@ps-philgeps.gov.ph) for the username and password.

Queries may be addressed to Darvy C. Daguimol CP# 09267753812.

For immediate action.

TO BE POSTED IN THE WEBSITE



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