



2023-77791

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

DIVISION MEMORANDUM  
No. 267, s. 2023

DM- 2023- 07- 267  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: JUL 27 2023 Time: 7:11pm  
By: [Signature]

**To: Division Office /OSDS/SGOD/CID  
District Supervisors/Principals  
Administrative Officers II  
Elementary/Secondary/ SHS Property Custodians  
All Concerned**

**From: CHERRY MAE LIMBACO-REYES, PhD, CESO V**  
Schools Division Superintendent

**Date: July 20, 2023**

**Subject: SUBMISSION OF ANNUAL PROCUREMENT PLAN – COMMON-  
USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR FISCAL  
YEAR 2024**

In compliance to Rule II Section 7.2 of the Implementing Rules and Regulations of Republic Act No. 9184 (Government Procurement Reform Act), the field is hereby requested to submit Annual Procurement Plan for Common-Use-Supplies and Equipment (APP-CSE) for fiscal year 2024.

All concerned are advised to submit the said report on or before July 31, 2023 to the Property Unit. Soft copy will be uploaded to PS-DBM via the Virtual Store facility by respective schools, on or before July 31, 2023.

For compliance.

**TO BE UPLOADED ON THE WEB**



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



21 93 0060