



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

July 17, 2023

DIVISION MEMORANDUM

No. 218, s. 2023

SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR FISCAL YEAR 2024 USING THE LATEST PRESCRIBE TEMPLATE FROM DBM-PROCUREMENT SERVICE

TO : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Public Elementary and Secondary School Heads
All Other Concerned

1. In compliance with the section 5.0 Agency Accountabilities of Memorandum Circular 2022-1 issued by the Inter-Agency Task Force On The Harmonization Of National Government Performance Monitoring, Information And Reporting System dated March 24, 2022, and DBM Circular Letter No. 2011-06. School Heads are required to submit their school Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE) 2024 using the attached template on the following links per district:

| | | |
|--|--|--|
| bit.ly/APPCSE2024D1, | bit.ly/APPCSE2024D2, | bit.ly/APPCSE2024D3, |
| bit.ly/APPCSE2024D4, | bit.ly/APPCSE2024D5, | bit.ly/APPCSE2024D6, |
| bit.ly/APPCSE2024D7, | bit.ly/APPCSE2024D8, | bit.ly/APPCSE2024D9, |
| bit.ly/APPCSE2024D10, | bit.ly/APPCSE2024DO | |

2. Filling-up and uploading of the template is very crucial thus, School Heads should observe the following guidelines for accurate consolidation by the Division Office:


- a. Strictly fill out only your assigned school.
- b. Fill out the Common-use Supplies and Equipment (CSE) quantity requirements in PART I and Part II and indicate zero if an item will not be purchased otherwise the submission will be deemed invalid.
- c. DO NOT edit, hide, delete, or insert line item in PART I and PART II, neither row nor column and do not revise any items.
- d. Additional CSE items regularly purchased by the agency from other sources, but not found in PART I and PART II, shall be added in PART III, in complete description, and likewise indicate the unit price and unit of measure based on its last purchase.





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- e. Once accomplished and finalized, the APP-CSE 2024 form shall be saved using this format: Name of School_APP_CSE2 024.
3. Report shall be submitted to Ms. Ivy J. Cabual, Budget Officer, on July 24, 2023 while the electronic copy (Excel file) of the approved school APP-CSE 2024 shall be e-mailed to victorio.marigomen@deped.gov.ph on or before July 24 2023.

NIMFA R. LAGO, CESO-VI 
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent


PP: ATTY. VINCENT SHELDON A. ZABALA
Attorney III

