



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

August 6, 2025

**DIVISIONAL MEMORANDUM**

No. 258, s. 2025

**SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES  
AND EQUIPMENT (APP-CSE) FOR FISCAL YEAR 2026 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 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) 2026 using the attached template on the following links per district:

[https://drive.google.com/drive/folders/1HD4-GJFvS1Gh9I71pEv\\_c8o4M3djrJj-?usp=sharing](https://drive.google.com/drive/folders/1HD4-GJFvS1Gh9I71pEv_c8o4M3djrJj-?usp=sharing)

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 encoded in the separate excel file, in complete description, and likewise indicate the unit price and unit of measure based on its last purchase.
- e. Once accomplished and finalized, the APP-CSE 2026 form shall be saved using this format: Name of School\_APP\_CSE 2026.



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: ozamiz.city@deped.gov.ph



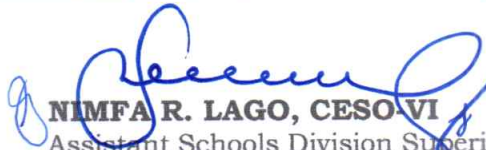
**PANDONG**  
#PadayonAsensoOzamiz



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3. Report shall be submitted to Ms. Ivy J. Cabual, Budget Officer, on August 15, 2025 while the electronic copy (Excel file) of the approved school APP-CSE 2026 shall be e-mailed to [victorio.marigomen@deped.gov.ph](mailto:victorio.marigomen@deped.gov.ph) on or before August 15, 2025.



**NIMFA R. LAGO, CESO-VI**

Assistant Schools Division Superintendent

OIC-Office of the Schools Division Superintendent



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