



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

August 17, 2022

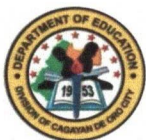
Division Memorandum
No. 322, s. 2022

SUBMISSION OF Annual Procurement Plan – Common-use Supplies and Equipment (APP CSE) 2023

**To: Assistant Schools Division Superintendent
CID Chief
SGOD Chief
OSDS Section Heads
All Public Elementary and Secondary School Heads
This Division**

1. In compliance to Procurement Service – Department of Budget and Management (PS-DBM) advisory number 2022-027: Submission of 2023 APP-CSE all government agencies to submit their 2023 Annual Procurement Plan- Common-use Supplies and Equipment (APP-CSE) to PS-DBM via Virtual Store (VS) facility.
2. In this regard, you hereby directed to submit APP-CSE 2023 on or before September 9, 2022, through google sheet with the following link.
 - a. Division Office bit.ly/app-cse2023-do
 - b. Elementary and Secondary Schools bit.ly/app-cse2023-cdo
3. Attached is the list of instructions for Google Sheet application.
4. Please be reminded that APP-CSE submission is one of the agency accountabilities stated in the Guidelines on the Grant of the Performance-Based Bonus (PBB) for the Fiscal Year 2023.
5. For immediate dissemination and strict compliance

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



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Instructions:

1. Use DepEd email account only to access the Google Sheet link.
2. Directory is provided for you, please encode only in the school's respective sheet.
3. Consolidate APP CSE of the mother School, Extensions, Annex Schools, Junior High and Senior High except CDO NHS before encoding in the Google Sheet.
4. Google sheet is restricted you can only encode on the quantity portion.
5. Other items not available in the PS-DBM template should be encoded in the Part II portion (OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES)
6. Ask assistance from the Supply Office for any encoding concerns. (iggy gabule 09177168534)



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2022-027



SUBMISSION OF THE 2023 APP-CSE TO THE PS-DBM

The Procurement Service – DBM advises all government agencies to submit their 2023 Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE) to PS-DBM via the Virtual Store (VS) Facility^[1].

The deadline^[2] of submission is on

30 September 2022


The PS-DBM wishes to reiterate that
hard copy or manual submission will not be accepted.

Per Government Procurement Policy Board (GPPB) Resolution No. 20-2018: Approving the Guidelines on the use of the Virtual Store for the procurement of Common-Use Supplies and Equipment (CSE)

Per Memorandum Circular No. 2022-1 dated 24 March 2022 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information Systems (Administrative Order No. 25 s. 2011)

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