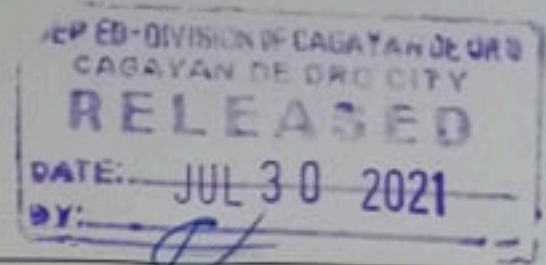




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



July 29, 2021

Division Memorandum

No. 331, s. 2021

To: Elementary School Heads
Secondary School Heads
CID Chief
SGOD Chief
OSDS Unit Heads
This Division

SUBMISSION OF Annual Procurement Plan – Common-use Supplies and Equipment (APP CSE) 2022

In compliance to Procurement Service – Department of Budget and Management (PS-DBM) advisory number 2021-007, all government agencies must submit their 2022 Annual Procurement Plan- Common-use Supplies and Equipment (APP-CSE) to PS-DBM via Virtual Store (VS) facility.

In this regard, you are hereby directed to submit APP-CSE 2022 on or before August 15, 2021 through google sheet with the following link:

- | | |
|-----------------------|---|
| 1. Division Office | bit.ly/APP-CSE-2022-CDO-DO |
| 2. Elementary Schools | bit.ly/APP-CSE-2022-CDO-ELEM |
| 3. Secondary Schools | bit.ly/APP-CSE-2022-CDO-SEC |

Attached is the list of instructions for Google Sheet application.

Please be informed that the submission of APP-CSE is also a requirement for PBB eligibility.

For immediate dissemination and strict compliance.


ALICIA E. ANGHAY, Ph.D.

Assistant Schools Division Superintendent/
Officer – In- Charge
Office of the 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 to access the Google Sheet
2. 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. Ask assistance from the Supply Office for any encoding concerns

Laverne L. Mercado
Iggy Gabule

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091771685347



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