



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



Office of the Schools Division Superintendent

21 July 2023

DIVISION MEMORANDUM

No. 344, s. 2023

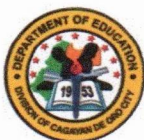
SUBMISSION OF ANNUAL PROCUREMENT PLAN – COMMON USE SUPPLIES AND  
EQUIPMENT (APP CSE) 2024

To: Assistant Schools Division Superintendent  
CTD 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 2023-011: PS-DBM advises all government agencies to submit their 2024 Annual Procurement Plan- Common-use Supplies and Equipment (APP-CSE) 2024 to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS).
2. In this regard, you hereby directed to submit soft copy of your APP-CSE 2024 **on or before July 24, 2023**, through email at [depedcdo.supply@deped.gov.ph](mailto:depedcdo.supply@deped.gov.ph)
3. Please use the standard APP CSE 2024 form of the said report.
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 2024.
5. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
6. For immediate dissemination and strict compliance

**ROY ANGELO E. GAZO**

Schools Division Superintendent



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Encl.: none

Reference: PS-DBM Advisory no. 2023-011

To be indicated in the Perpetual Index

under the following subjects:

APP CSE

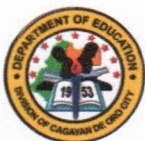
INVENTORY

REPORTS

SUPPLIES

IAGJR / DM – submission of report on app cse 2024

/July 21, 2023



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