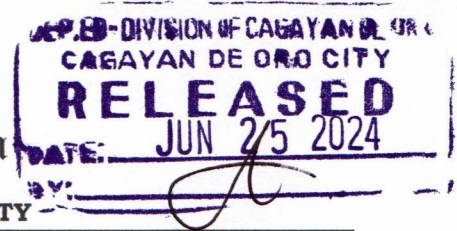




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

25 June 2024

DIVISION MEMORANDUM

No. 446, s. 2024

SUBMISSION OF ANNUAL PROCUREMENT PLAN – COMMON-USE SUPPLIES AND EQUIPMENT (APP CSE) 2025

To: Assistant Schools Division Superintendent
Chiefs, CTD and SGOD
Section Heads, Office of the Schools Division Superintendent
All Public Elementary and Secondary School Heads
This Division

1. This refers to the Procurement Service – Department of Budget and Management (PS-DBM) advisory number 2024-018: PS-DBM advises all government agencies to submit their 2025 Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE) 2025 to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS).
2. In this regard, all school heads and division office personnel are hereby directed to submit your APP-CSE 2025 online through these links: **bit.ly/appcse2025elem** for elementary schools, **bit.ly/appcse2025sec** for secondary schools and **bit.ly/appcse2025DO** for division office **on or before July 15, 2024**.
3. 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 2025.
4. 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.
5. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent



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Encl.: None

Reference: PS-DBM Advisory no. 2024-018

To be indicated in the Perpetual Index

under the following subjects:

APP CSE

INVENTORY

REPORTS

SUPPLIES AND MATRERIALS

IAGJR / DM – submission of report on app cse 2025

/June 25, 2024



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