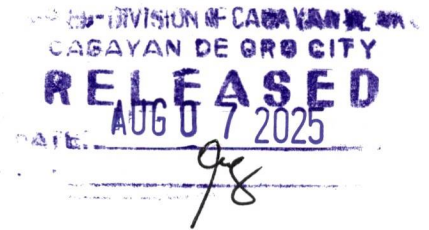




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

07 August 2025

OFFICE MEMORANDUM
No. 105 s.2025

SUBMISSION OF ANNUAL PROCUREMENT PLAN-COMMON-USE SUPPLIES AND EQUIPMENT (APP CSE) 2026

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Section Heads, Office of the Schools Division Superintendent
All Elementary and Secondary School Heads
This Division

1. In reference to the Procurement Service – Department of Budget and Management (PS-DBM) advisory number 2025-010 stating that all government agencies shall submit their 2026 Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE) through the modernized Philippine Government Electronic Procurement System (mPhilGEPS), all school heads and Division Office personnel are hereby directed to submit APP-CSE 2026 online on or before **August 20, 2025**.

2. Online Submission shall be made through the following link:

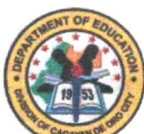
- | | |
|-----------------------|--|
| a. Elementary Schools | bit.ly/APPCSE2026ELEM |
| b. Secondary Schools | bit.ly/APPCSE2026SEC |
| c. Division Office | bit.ly/APPCSE2026DO |

3. All are 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 concerned regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.

5. For immediate compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent



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Website: <https://depedcdo.net/>

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Encl.: none

Reference: PS-DBM Advisory no. 2025-010

To be indicated in the Perpetual Index
under the following subjects:

APP CSE

INVENTORY

REPORTS

SUPPLIES AND MATRERIALS

IAGJR / DM – submission of report on ppe
/August 7, 2025

Competence
Diligence
Outstanding Integrity



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