



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

OFFICE MEMORANDUM

No. 017 s. 2024

TO: Division Chiefs
Unit Heads

FROM: The Schools Division Superintendent

DATE: July 12, 2024

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

Advisory 2024-018 issued by the Procurement Service – Department of Budget and Management (PS-DBM) advises all government agencies to submit their 2025 APP-CSE to PS-DBM. In view thereof, all units are required to submit their 2025 APP-CSE on or before July 24, 2024 using this link:

<https://bit.ly/SDOBULACANAPP-CSE2025>

Copy of request/issuances per unit from January – June, 2024 is available at Property & Supply Unit c/o Ericson Marquez as it can be used as basis in the preparation of your 2025 APP CSE.

For information and compliance.


NORMA P. ESTEBAN, EdD., CESO V
Schools Division Superintendent

Property & Supply Unit
July 12, 2024



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

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ADVISORY 2024-018



SUBMISSION OF THE APP-CSE 2025 FORM TO PS-DBM

The Procurement Service – Department of Budget and Management (PS-DBM) advises all government agencies^[1] to submit their **Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE) 2025 Form** to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS)^[2].

**THE DEADLINE FOR SUBMISSION IS ON
31 JULY 2024.**

The PS-DBM wishes to reiterate that **emailed submission and manual submission of the hard copy will not be accepted.**

^[1]Department of Budget and Management (DBM) Circular Letter Nos. 2011-6 and 2011-6-A: directing the Use of the Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS) in Procurement Activities

^[2]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)



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www.ps-philgeps.gov.ph

All government agencies are advised to submit their Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) 2025 Form on or before **31 July 2024**.

The APP-CSE 2025 Form can be downloaded by clicking this [link \(/home/images/Downloads/2024/APP-CSE 2025 Form 6-27-24.xls\)](/home/images/Downloads/2024/APP-CSE 2025 Form 6-27-24.xls).

PS-DBM wishes to reiterate that submission is exclusively through the modernized Philippine Government Electronic Procurement System (mPhilGEPS); emailed **submission or manual submission of the hard copy will not be accepted.**

Please take note of Section 4.4 of DBM Circular Letter No. 2011-6, which states that all agencies and **GOVPH (HTTP://WWW.GOV.PH)** MENU ≡
concerned units are enjoined to include in the APP-CSE all supplies, commodities, or materials and equipment which, depending on their mandate and nature of operations, are necessary for and desirable in their official and regular transactions, consumed and needed in their day-to-day operations.

In relation, for items not included in the list of PART II, a separate document with file name **APP-CSE 2025 Form - Other Items** must be downloaded. Please click this [link](#) ([/home/images/Downloads/2024/APP-CSE 2025 Form - Other Items 6-18-24.xls](/home/images/Downloads/2024/APP-CSE_2025_Form_-_Other_Items_6-18-24.xls)) to secure a copy. The accomplished APP-CSE 2024 Form - Other Items must be submitted to PS-DBM through this [link](#) (<https://shorturl.at/adeqO>).

RELATED:

[User manual on how to upload APP-CSE to mPhilGEPS \(https://shorturl.at/cGLU3\)](https://shorturl.at/cGLU3)

[PREV \(/HOME/INDEX.PHP/ABOUT-PS/NEWS/6686-ADV-2024-017-IMMEDIATE-SUBMISSION-OF-APR-OR-VALIDATED-ADA-DEPOSIT-SLIP-RELATIVE-TO-DIRECT-DEPOSITS-MADE-TO-PS-DBM-BANK-ACCOUNTS\)](#) [NEXT \(/HOME/INDEX.PHP/ABOUT-PS/NEWS/6684-PS-DBM-JOINS-DBM-IN-A-BILATERAL-MEETING-WITH-KOREA-S-PPS-FOR-INNOVATIVE-PROCUREMENT\)](#)

