



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

January 12, 2023

DIVISION MEMORANDUM
NO. 021, s. 2023

**RECOMMENDATION OF OTHER COMMON-USE SUPPLIES AND EQUIPMENT
(CSE) TO THE PROCUREMENT SERVICE-DEPARTMENT
OF BUDGET AND MANAGEMENT**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors/ TA Providers
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. In connection with the attached communication, this Office directs all schools and the division office units to **Recommend Other Common-Use Supplies and Equipment (CSE-APP) to the Procurement Service-Department of Budget and Management (PS-DBM).**
2. It is requested that the submission of recommendation be done the earliest possible time to assist PS-DBM in enhancing its list of CSE items in line with the modernization of the goods and services supplied to the government.
3. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. For immediate dissemination and compliance.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

PS-DBM PROCUREMENT
CSE

OADS/DLL





13 December 2022

HON. CHRISTOPHER LAWRENCE S. ARNUCO, J.D.

Assistant Secretary for Procurement and Administration

Department of Education

DepEd Complex, Meralco Avenue,
Pasig City

THROUGH: **MR. ADONIS R. BARRAQUIAS**

OIC-Director of the Procurement Management Office

Dear **Assistant Secretary Arnuco**:

The Procurement Service-Department of Budget and Management (PS-DBM), as the central procuring arm of the government, is tasked with the implementation of a government-wide procurement system for **Common-use Office Supplies and Equipment (CSE)**, on behalf of all government agencies, by virtue of the Letter of Instructions No. 755, s. 1978 and Executive Order No. 359, s. 1989. Furthermore, Administrative Order No. 17, s. 2011, reiterated the mandate of PS-DBM and required all National Government Agencies, including Military and Police Units, Government-Owned and/or -Controlled Corporations, Government Financial Institutions, State Universities and Colleges, and Local Government Units to procure CSE items from the PS-DBM or its regional depots.

In accordance with the foregoing mandate of PS-DBM, we respectfully request the Department of Education (DepEd) to **recommend other CSE items that PS-DBM may add in its Product Catalogue**. The DepEd's recommendation will assist PS-DBM in enhancing its list of CSE items in line with the modernization of the goods and services supplied to the government.

Kindly visit this link and accomplish the survey form: <https://bit.ly/recoCSE>. We will highly appreciate to receive your recommendation **on or before 15 January 2023**.

We value your recommendation as this will aid PS-DBM in responding to the ever evolving needs and demands of government.

We appreciate, with deepest esteem and gratitude, your continued support to PS-DBM.

Very truly yours,

DENNIS S. SANTIAGO

Executive Director V

MSD:acb
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PROCUREMENT MANAGEMENT SERVICE
Office of the Director
RECEIVED BY: CHS
DATE: JAN 3, 2023
TIME: 1:21 PM

CIR BOOS (OASA)

PROCMS-2023-01-03-02

29 DEC 2022
DEPARTMENT OF ECONOMIC DEVELOPMENT
RECEIVED
10:37 AM
OFFICE OF THE ASSISTANT SECRETARY FOR
PROCUREMENT AND ADMINISTRATION
Recd: Uzi
From: Records Div.
Sir Anel
OASA-2022-12-29-05