



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

22 August 2023

DIVISION MEMORANDUM
NO. 344, s. 2023

**SUBMISSION OF ANNUAL PROCUREMENT PLAN – COMMON USE
SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM AND OTHER ITEMS**

To: **Public Elementary and Secondary Schools
Administrative Officer II
Assistant School Property Custodians
All Section Heads
All Others Concerned
This Division**

1. Section 4.4 of DBM Circular Letter No. 2011-6 states that all agencies and 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 and desirable for in their official and regular transactions, consumed and needed in their day-to-day operations.
2. Advisory No. 2023-014 of Procurement Service – PhilGEPS announces the deadline of submission of all government agencies of their APP-CSE 2024 Form and Other Items on or before 31 August 2023 at modernized PhilGEPS.
3. In view of the foregoing, the Schools Division Office (SDO) City of El Salvador through the Property and Supply Unit requires all schools and DO units to input their accomplished APP-CSE 2024 form and Other Items through the link <https://docs.google.com/spreadsheets/d/17vrTCRqGQXmz9JNQ6Iw0LRDx3Uxn--DAa6HOn7EIHjw/edit?usp=sharing> and to submit in soft copy to the Division Budget Officer's email, stephanie.saligumba@deped.gov.ph on or before August 28, 2023 until 5:00 PM.
4. The APP-CSE FY 2024 shall be consolidated by the Division Supply Officer, evaluated by the Division Budget Officer and Accountant, and shall be approved by the Schools Division Superintendent.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882-6236
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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5. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and guidelines. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. For information, guidance, and strict compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

FORMS PROPERTIES REPORTS

OSDS/hls



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