

Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY

August 12, 2021

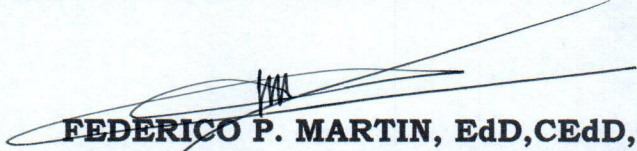
DIVISION MEMORANDUM

No. 215, s. 2021

**SUBMISSION OF THE 2022 ANNUAL PROCUREMENT PLAN –  
COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE)**

To: All Public Schools District Supervisors  
Public School Heads  
Others Concerned

1. Relative to the Advisory of the Procurement Service – Department of Budget and Management (PS-DBM) on the submission of 2022 Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE), all schools (Non-Implementing Units) are advised to submit their APP-CSE to the SDO-Supply Office on or before August 18, 2021 through email: sofia.bermudez001@deped.gov.ph
2. To facilitate accurate consolidation of the said report, please use the prescribed APP-CSE format to be downloaded from PS-DBM website <https://ps-philgeps.gov.ph>
3. Should there be queries anent to this matter, please feel free to call or text Ms. Natalie T. Binayan through cp no. 09190018803. The Office thru the Supply Section is more than willing to be of help to you.
4. For information, guidance and compliance

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent 