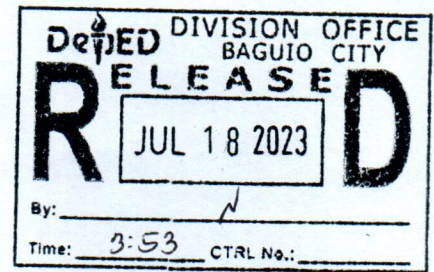




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 18, 2023

DIVISION MEMORANDUM

No. **286-2023**

**SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE
SUPPLIES AND EQUIPMENT (APP-CSE) 2024**

To: All SDO Personnel
Public School Heads
Administrative Officer II
Supply/Property Custodian
Others Concerned

1. Pursuant to the Procurement Service-Department of Budget and Management (PS-DBM) advisory 2023-011, this office hereby advises all Non-Implementing Units to submit their Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) 2024.
2. The APP-CSE 2024 template can be downloaded through the link: <https://ps-philgeps.gov.ph/.../APP-CSE%202024%20Form.xlsx> and the APP-CSE 2024 Form-Other items can be downloaded through: <https://ps-philgeps.gov.ph/.../APP-CSE%202024%20Form%20>. **Likewise, the accomplished excel file shall be sent through the link: <https://tinyurl.com/nhhxwx37> on or before July 21, 2023.**
3. For information, guidance and strict compliance

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

NIEVES D. EBANIO
Administrative Officer V



"DepEd SDO Baguio City: We Serve, We Care."

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