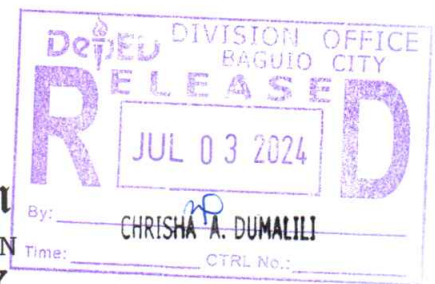




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 3, 2024

DIVISION MEMORANDUM

No. 367-2024

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

To: Public School Heads
Administrative Officers II
Supply/Property Custodians
All Others Concerned

1. Pursuant to the Procurement Service-Department of Budget and Management (PS-DBM) Advisory 2024-018, this office hereby reiterates the submission of the Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) 2025 by all Non-Implementing Units.
2. The APP-CSE 2025 template can be downloaded through the link: <https://ps-philgeps.gov.ph/.../APP-CSE%202025%20FORM%20...> and the APP-CSE APP-CSE 2025 Form-other items can be downloaded through: https://docs.google.com/.../1FAIpQLSc6_V6m.../viewform. **Likewise, the accomplished excel file shall be sent through the link <https://tinyurl.com/2yht8ffb> on or before July 8, 2024.**
3. For information, guidance and strict compliance

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



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