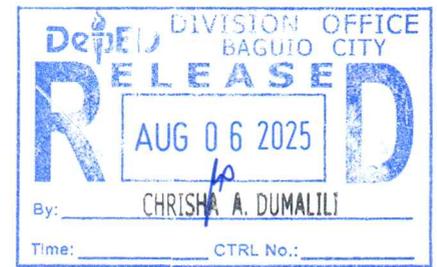




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



August 6, 2025

DIVISION MEMORANDUM

No. **461-2025**

**SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE
SUPPLIES AND EQUIPMENT (APP-CSE) 2026**

To: 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 2025-010, this office hereby reminds the deadline for submitting the Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) 2026 as follows:

- a. For **Implementing Units** to directly submit via the modernized Philippine Government Electronic Procurement System (mPhilGEPS); while,
- b. For **Non-Implementing Units** to submit through the link: <https://tinyurl.com/4n7u37jp>. Submission of the accomplished **excel file** must be completed by **August 11, 2025**, for consolidation purposes before final submission to PS-DBM.

2. The APP-CSE 2026 template can be downloaded through the link: <https://tinyurl.com/y8w4ky2z>.

3. For information, guidance and strict compliance

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:


CARMEL F. MERIS
OIC-Assistant Schools Division Superintendent