



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

July 2, 2026

DIVISION MEMORANDUM

No. **445-2026**

**SCHOOL SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE
SUPPLIES AND EQUIPMENT (APP-CSE) 2027**

To: Public Schools District Supervisors
Public School Heads
Administrative Officer II
Supply/Property Custodian
Others Concerned

1. In compliance with the requirements for the grant of the Performance-Based Bonus (PBB) and to ensure our agency's timely submission, **all Non-Implementing Units** (Non-IUs) are hereby directed to prepare and submit their respective **Annual Procurement Plan - Common-Use Supplies and Equipment (APP-CSE) for CY 2027**.

2. The APP-CSE shall be prepared using the **prescribed format and template** provided by the Procurement Service-Department of Budget and Management (**PS-DBM) Advisory 2026-013** which may be accessed through the following links:

2.a. APP-CSE 2027 Form: <https://tinyurl.com/5n6en6ta>

2.b. APP-CSE 2027 Form-Other Items- to be accomplished through <https://tinyurl.com/42p2dse6>

2.c. Guide How to fill-out the APP-CSE Form and the Frequently Asked Questions on the APP-CSE 2027 Form: <https://tinyurl.com/2tdk6sj7>

3. The accomplished **2027 APP-CSE excel file** of all **Non-IUs** shall be submitted to the Supply and Property Management Unit (SPMU) through <https://forms.gle/svkmappRFJTQ55Fg79> **on or before July 31, 2026** to facilitate consolidation, validation, and timely submission of the Office's consolidated APP-CSE in accordance with the prescribed timelines for PBB compliance. **Implementing Units (IUs)**, on the other hand, shall directly submit their accomplished APP-CSE through the modernized Philippine Government Electronic Procurement System (**mPhilGEPS**) **before August 31, 2026**.

4. For clarifications or further information, please, contact Vima G. Cadungog, Administrative Officer IV of the SPMU through 074-665-1231.

5. For information, guidance and strict compliance

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU-vgc