

Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

14 JULY 2023

DIVISION MEMORANDUM
No. 397, s. 2023

**GUIDELINES ON THE SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR
COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR
FISCAL YEAR 2024**

To: **DIVISION OFFICE/OSDS/SGOD/CID**
Public Schools District Supervisors
School Heads
School Property Custodians
Administrative Officers II
Administrative Assistants
School Bids and Awards Committee
This Division

1. In compliance with the Procurement Service – Philgeps Advisory No. 2023-011, the field is hereby requested the submission of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for fiscal year 2024 using the prescribed format/template which can be downloaded from the following links:

A) *For APP-CSE 2024 template*

bit.ly/APP-CSE2024

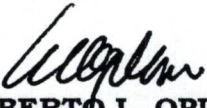
B) *For APP-CSE 2024 template Other items*

bit.ly/APP-CSE2024Other

2. The APP-CSE FY 2024 shall be consolidated by the Division Supply Officer and evaluated by the Division Budget Officer and Accountant and shall be approved by the Schools Division Superintendent.
3. All concerned are advised to submit the said report with a school file name **on or before July 21, 2023** by uploading through this link:

bit.ly/APP-CSE-UPLOAD

4. For strict compliance.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

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