



Republic of the Philippines  
Department of Education

Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES

July 18, 2024

OFFICE MEMORANDUM

No. 242 s. 2024

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

TO: Assistant Schools Division Superintendent  
SGOD, CID and OSDS Personnel  
All Others Concerned

THRU: CID Chief ROMEL G. PETAJEN  
SGOD Chief MARY JEAN S. ROMERO  
AOV EVA S. TOLENTINO

1. In compliance with Procurement Service - Department of Budget and Management (PS-DBM) Advisory 2024-18 dated 04 June 2024 on the Submission of the Agency's APP-CSE 2025 Form until July 31, 2024, this Office enjoins **all units** to submit their needed common-use supplies and equipment for 2025 to the Supply Office through the link provided by the ICT Unit.
2. The **units** referred to in this memorandum are:
  - 1) Office of the Schools Division Superintendent
  - 2) Office of the Assistant Schools Division Superintendent
  - 3) Legal Unit
  - 4) ICT Unit
  - 5) Accounting Unit
  - 6) Budget Unit
  - 7) Administrative Unit
  - 8) Human Resource Unit
  - 9) Records Unit
  - 10) Property and Unit
  - 11) Cash Unit
  - 12) Curriculum and Instruction Division
  - 13) School Governance and Operations Division
3. For the preparation of the APP-CSE Form of their respective units, the unit Heads may ask the Supply Office and/or the BAC Secretariat for guidance.



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4. The Unit Heads are requested to provide the data of their APP-CSE for 2025 to the BAC Secretariat until **5 o'clock of July 24, 2024** through this link <https://bit.ly/FY2025APPCSESDOPROPER>. Reference may be made at <https://bit.ly/SAMPLECOMMONSUPPLIES> for the sample of common use supplies.
5. The BAC Secretariat shall help the Supply Office consolidate the APP-CSE submitted by the units and submit the Division APP-CSE Form at the link provided at [ps-philgeps.gov.ph](https://ps-philgeps.gov.ph) on or before the July 31, 2024 PS-DBM deadline.
6. Failure of unit/s to submit the accomplished template within the deadline shall mean that they will not be included in the consolidation of the Division APP-CSE, therefore they will not have allocation of supplies for FY 2025.
7. **For strict compliance.**

**SOCORRO V. DELA ROSA CESO V**  
Schools Division Superintendent



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