



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

23 August 2022

DIVISION MEMORANDUM
No. 554, s. 2022

**CONSOLIDATION AND SUBMISSION OF THE SCHOOLS DIVISION
OFFICE'S APP-CSE AS ONE OF THE REQUIREMENTS FOR THE
2021 PERFORMANCE-BASED BONUS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors - CID
Chief Education Supervisors - SGOD
Accounting and Budget Sections
Administrative Section and Unit Heads
Legal Section and ITO Unit

Consistent with the Department of Budget and Management Circular No. 2018-10 dated 8 November 2018, the Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE) shall serve as the agency's annual procurement request for all its CSE requirements. Thus, only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the Procurement Services-Department of Budget and Management (PS-DBM). Agencies of government are enjoined upload the APP-CSE to **Performance Monitoring Division of the Government Procurement Policy Board-Technical Support Office, Department of Budget and Management**, F. Ortigas Jr. Road, Ortigas Center, Pasig City. The submission of the said report is one of the requirements for this Schools Division Office to qualify for the 2021 Performance-Based Bonus.

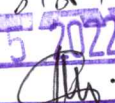
In relation to this, heads of divisions, sections and units are directed to upload their common-use supplies and equipment needs in the link provided by the Supply Officer-Designate posted in the group chat of the DepEd Division Office of Digos City. The Supply Officer-Designate shall consolidate the CSE of the SDO which shall be reviewed by the Administrative Officer V.

The deadline for the uploading of the divisions', sections' and units' CSE shall be on August 31, 2022. Failure to upload their CSE shall cause the non-allocation of the failing division, section and unit. The prompt uploading will give ample time for consolidation by the Supply Office and uploading by the BAC Secretariat of the APP-CSE to the Performance Monitoring Division of the Government Procurement Policy Board-Technical Support Office, Department of Budget and Management and to follow up its proper receipt so that our SDO shall not be excluded from the 2021 Performance-Based Bonus.

For immediate dissemination and strict compliance.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-89859
DATE: AUG 25 2022 TIME: 8:20am
BY: 



Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the items listed on this form have been arranged in accordance with the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the Nations Standard Products and Services Code (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.

- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's account.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with **Memorandum Circular No. 2021-1 dated 03 June 2021**, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before **31 August 2021**.

Department/Bureau/Office: DEPED -DIGOS CITY DIVISION

Region: XI

Address: Corner Roxas -Lopez Jaena Sts., Zone -II, Digos City

Agency Code/UACS: None

Organization Type: National Government Agency

Contact Person: MARCELINO E. RANOLLO, JR.

Position: Division Supply Officer

E-mail: marcelino_ranollo@deped.gov.ph

Telephone/Mobile Nos: 09468222230

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total / for th	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	139.36	
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	50	0	0	50	7,571.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	151.43	
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	50	0	0	50	3,328.00	20	0	0	20	1,331.20	20	0	0	20	1,331.20	10	0	0	10	665.60	100.00	66.56	
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	387.92	
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	20	0	0	20	871.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	455.00	
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	207.75	
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	31.52	
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	INK, for stamp pad	bottle	10	0	0	10	315.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	847.82	
FILMS																										
9	13111203-AC-F01	ACETATE	roll	2	0	0	2	1,695.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	221.00	
10	13111201-CF-P01	CARBON FILM, A4	box	1	0	0	1	221.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	208.52	
11	13111201-CF-P02	CARBON FILM, legal	box	3	0	0	3	625.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	83.72	
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	83.72	