



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
OSDS-2025- 232

To: **Public Elementary and Secondary Non-IU School Heads**
All Unit/Section Heads
All others concerned

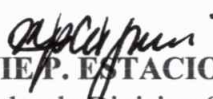
Subject: **SUBMISSION OF ANNUAL PROCUREMENT PLAN – COMMON-USE**
SUPPLIES AND EQUIPMENT (APP-CSE) 2026

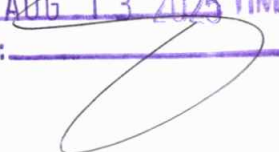
Pursuant to Section 4.4 of DBM Circular Letter No. 2011-6, this office enjoins all Functional Division Heads and School Heads the preparation and submission of the **Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE)** for Calendar Year **2026 on or before August 31, 2025.**

All SDO units/sections are required to submit their respective APP-CSE to the Supply Office for consolidation **on or before August 19, 2025.** The consolidated APP-CSE will serve as the comprehensive list of all common-use supplies and equipment requirements of this office for the year, to be procured through the Procurement Service–PhilGEPS in accordance with the provisions of **Republic Act No. 9184** and its Revised Implementing Rules and Regulations.

The APP-CSE 2026 Form can be downloaded thru this link: <https://ps-philgeps.gov.ph/.../APP-CSE%202026%20Form.xlsx>

For information, guidance and compliance.


MELANIE P. ESTACIO, PHD., CESO VI
Schools Division Superintendent *pin.*

Schools Division of Digos City
RECORDS SECTION
RELEASED
No bt
DATE: AUG 13 2025 TIME: 4:49
BY: 



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