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

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. \_\_\_\_, s. 2021

**To: ALL ELEMENTARY & SECONDARY SCHOOL HEADS**

**SUBMISSION OF 2022 ANNUAL PROCUREMENT PLAN FOR  
COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE)**

With reference to PS-DBM Advisory No. 2021-007, all public elementary and secondary school heads are hereby advised to submit their 2022 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) to this Office.

Further, the following instructions must be observed:

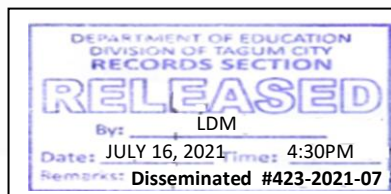
1. Download the APP-CSE Template from PhilGEPS' online site.
2. Two (2) copies of the APP-CSE must be submitted for signature of the Division Budget Officer and the SDS. Deadline of submission to this Office is on **August 16, 2021**.
3. Once approved, the APP-CSE must be submitted to PS-DBM via the following channels:
  - **Virtual Store (VS) Facility** - Excel file must be uploaded.
  - **app@gppb.gov.ph** - Excel file and PDF file (scanned copy of the signed APP-CSE) must be emailed to this account, copy furnish the Property & Supply Section's email: **supply.tagumcity@deped.gov.ph**
4. The submission to PS-DBM should not be later than **August 31, 2021**.

For strict compliance.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent



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**ADVISORY 2021-007**



## SUBMISSION OF THE 2022 APP-CSE

The Procurement Service – Department of Budget and Management (PS-DBM) advises all government agencies to submit<sup>1</sup> their 2022 Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE) to PS-DBM via the Virtual Store (VS) facility.

The deadline<sup>2</sup> of submission is on 31 August 2021.

The PS-DBM wishes to reiterate that hard copy or manual submission will not be accepted.



1 Per Memorandum Circular No. 2021-1 dated 03 June 2021 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information Systems (Administrative Order No. 25 s. 2011)  
2 Per Government Procurement Policy Board (GPPB) Resolution No. 20-2018: Approving the Guidelines on the use of the Virtual Store for the procurement of Common-Use Supplies and Equipment (CSE)

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