



Republic of the Philippines
Department of Education
Region V-Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

DIVISION MEMORANDUM

8 1 9 2 6 4 4 5

No. 4 1 1 s. 2026

August 18, 2026

SUBMISSION OF APP CSE 2027 FOR CONSOLIDATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the consolidation of the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for Calendar Year 2027, all concerned Offices and end-user/implementing units are requested to submit their duly accomplished APP-CSE 2027 forms.
2. The accomplished forms shall be submitted on or before August 24, 2026 to facilitate the timely consolidation and submission of the Division APP-CSE to Procurement Service-Department of Budget and Management (PS-DBM) through the Modernized PhiGEPS.
3. The APP-CSE Form may be downloaded, and the accomplished forms may be submitted through the link : <https://tinyurl.com/SDOLIGAOAPPCSE2027>
4. For information, guidance and compliance.


NYMPHA D. GUEMO
Schools Division Superintendent 

ADVISORY 2026-13

SUBMISSION OF THE APP-CSE 2027 FORM TO PS-DBM

The Procurement Service-Department of Budget and Management (PS-DBM) advises all government agencies^[1] to submit their **Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE) 2027 Form** to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS)^[2].

THE DEADLINE FOR SUBMISSION IS ON
31 AUGUST 2026.

The PS-DBM wishes to reiterate that
emailed and manual submission of the hard copy will not be accepted.

[1] Department of Budget and Management (DBM) Circular Letter Nos. 2018-6 and 2019-6-A directing the Use of the Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS) in Procurement Activities

[2] Government Procurement Policy Board (GPPB) Resolution No. 20-2019 Approving the Guidelines on the Use of the Virtual Store for the Procurement of Common-Use Supplies and Equipment (CSE)



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