



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **521**, s. 2025

08 AUG 2025

**SUBMISSION OF 2026 ANNUAL PROCUREMENT PLAN – COMMONLY-USED
SUPPLIES AND EQUIPMENT**

To: Assistant Schools Division Superintendent
Division Budget Officer
All Public School Heads
All School Budget Officer Designates
All School Supply Officer Designates
All Others Concerned

1. In pursuant to the attached Regional Memorandum No. 975, s. 2025, all schools are hereby informed of the directive from the Procurement Service of the Department of Budget and Management (PS-DBM) regarding the submission of the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for FY 2026.
2. For Non-Implementing Units (Non-IUs), the deadline for submission to the Division Office is on or before August 15, 2025, to provide the Asset Management Unit sufficient time for consolidation.
3. For the Schools Division Office (SDO) and Implementing Units (IUs), the deadline for submission to the PS-DBM is on or before August 31, 2025. Submissions shall be made exclusively through the Modernized Philippine Government Electronic Procurement System (mPhilGEPS). Manual or emailed submissions will not be accepted.
4. The APP-CSE 2026 form can be downloaded via this link <https://tinyurl.com/DepEdBatac2026APPCSE>. It is also available on the official Facebook page of the PS-DBM. For items not listed in PART I and II, please accomplish the online APP-CSE 2026 Form-Other Items separately through this link <https://tinyurl.com/DepEdBatac2026APPCSEOtherItems>. This form is likewise posted on the same Facebook page.
5. For guidance and strict compliance.

Enclosure: None
Reference: None
To be included in the Perpetual Index
Under the following subject:

2026 APP-CSE
SUBMISSION

ADO/25009 Submission 2026 APP-CSE

ANSELMO R. ALUDINO
Schools Division Superintendent

By the Authority of the SDS:

ARNEL S. BANDIOLA

Assistant Schools Division Superintendent



SDCB RECORDS UNIT

2511970



DepEd Batac City



batac.city@deped.gov.ph

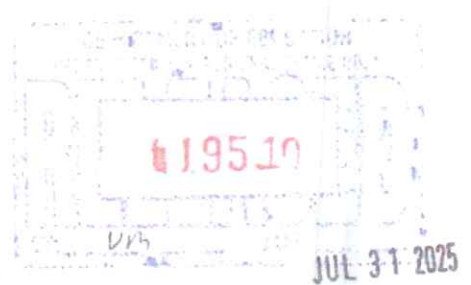


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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 975 s. 2025

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

To: Schools Division Superintendents

1. The Procurement Service (PS) of the Department of Budget and Management (DBM), through the attached Advisory Number 2025-010, has advised all the government agencies to submit their Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) 2026 Form on or before August 31, 2025.
2. PS-DBM wishes to reiterate that submission is exclusively through the modernized Philippine Government Electronic Procurement System (mPhilGEPS); emailed submission or manual submission of the hard copy will not be accepted.
3. The APP-CSE 2026 Form can be downloaded at the link provided on the Facebook Page of Procurement Service - DBM. In relation, for items not included in the list of PART I and II, an online APP- CSE 2026 Form- Other Items must be accomplished. The link for the accomplishment of the form can also be accessed at the Facebook Page of Procurement Service – DBM.
4. Immediate dissemination and compliance with this memorandum is desired.


TOLENTINO G. AQUINO

Director IV

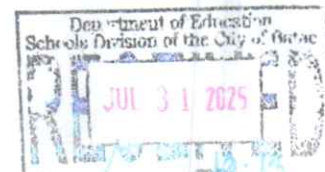
Encl.: As Stated

Reference: None

To be indicated in the Perpetual Index
Under the following subjects:

APP-CSE

SUBMISSION



ADVISORY
2025-010



SUBMISSION OF THE APP-CSE 2026 FORM TO PS-DBM

The Procurement Service - Department of Budget and Management (PS-DBM) advises all government agencies to submit their **Annual Procurement Plan - Common-use Supplies and Equipment (APP-CSE) 2026** Form to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS).

**THE DEADLINE FOR SUBMISSION IS ON
31 AUGUST 2025.**

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

Department of Budget and Management (DBM) Circular Letter Nos. 2011-5 and 2011-6-A Directing the Use of the Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS) in Procurement Activities

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)