



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **406**, s. 2026

25 JUN 2026

SUBMISSION OF THE ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR FY 2027 AND REGISTRATION TO THE MODERNIZED PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (mPhilGEPS)

To: Assistant Schools Division Superintendent
Bids and Awards Committee
Asset Management Unit
Budget Unit
All Public School Heads
All School Supply Officers
All School Bookkeepers/Budget Officer-Designate
All Others Concerned

1. Pursuant to PS-DBM Advisory No. 2026-13 and in preparation for the procurement requirements of Fiscal Year 2027, all schools are hereby directed to prepare and submit their respective Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) 2027.
2. The Procurement Service-Department of Budget and Management (PS-DBM) has announced that all government agencies shall submit their APP-CSE 2027 Form on or before August 31, 2026.
3. All Non-Implementing Units (Non-IUs) are hereby required to register and create their respective agency accounts in the Modernized Philippine Government Electronic Procurement System (mPhilGEPS), which shall be used to upload and submit their APP-CSE 2027 to PS-DBM. School Heads shall ensure that their designated School Supply Officers or authorized personnel complete the registration process at the soonest possible time, as registration in mPhilGEPS is a prerequisite to the submission of the APP-CSE 2027.
4. The mPhilGEPS agency registration may be accessed through the following link: <https://tinyurl.com/PSPhilGEPSAgencyRegistration>.
5. In accordance with PS-DBM guidelines, APP-CSE submissions shall be made exclusively through mPhilGEPS. Emailed submissions and manual submission of hard copies shall not be accepted by PS-DBM.
6. All schools shall ensure that all projected Common-Use Supplies and Equipment (CSE) requirements for FY 2027 are included in their APP-CSE. The APP-CSE 2027 Form and other related resources may be accessed through <https://tinyurl.com/2027APPCSEResources>.
7. For items not included in Parts I and II of the APP-CSE Form, the APP-CSE 2027 Form – Other Items shall likewise be accomplished through <https://tinyurl.com/2027APPCSEOtherItems>.
8. To facilitate monitoring within the Schools Division of the City of Batac, all schools shall email to batac.city@deped.gov.ph, with a copy furnished to



SDCB RECORDS UNIT

2609225



DepEd Batac City



batac.city@deped.gov.ph



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Telephone No.: (077) 677-1993

angelica.obiano@deped.gov.ph, a scanned copy of their duly accomplished APP-CSE 2027 and proof of successful submission thereof to PS-DBM, in the form of a screenshot or other equivalent evidence, on or before August 31, 2026.

9. Immediate dissemination and strict compliance with this Memorandum is directed.

ANSELMO R. ALUDINO
Schools Division Superintendent

Enclosure: PS-DBM Advisory No. 2026-13
Reference: PS-DBM Advisory No. 2026-13
To be included in the Perpetual Index
Under the following subject:

PROCUREMENT
APP-CSE

ADO/26010 2027 APP-CSE

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent



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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. 2019-6 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. 20-2018, Approving the Guidelines on the use of the Virtual Store for the procurement of Common-use Supplies and Equipment (CSE)



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