



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

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July 13, 2023

DIVISION MEMORANDUM  
NO. 343 s. 2023

**PHILGEPS ADVISORY 2023-011 - SUBMISSION OF APP-CSE 2024 FORM  
TO PS DBM**

TO : Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
PSDSs, Public Elementary and Secondary School Heads  
District / School Property Custodians and All Concerned

1. Relative to Philgeps Advisory No. 2023-011 dated July 12, 2023, all government agencies are advised to submit their Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) 2024 Form on or before **31 July 2023**.

PS-DBM wishes to reiterate that the 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.

Please note of Section 4.4 of DBM Circular Letter No. 2011-6, which states that all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities, or materials and equipment which, depending on their mandate and nature of operations, are necessary and desirable for in their official and regular transactions, consumed and needed in their day-to-day operations.

In relation, for items not included on the list of PART II, please fill out the APP-CSE 2024 Form - Other Items which can be downloaded also.

2. In view of the foregoing, this is to remind all concerned to check the attached PS-Philgeps Advisory (ADV 2023-011) for your reference.



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga  
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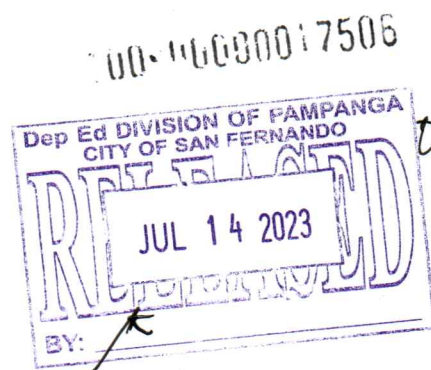


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- a. Where to download the 2023 APP-CSE template at [www.philgeps.gov.ph](http://www.philgeps.gov.ph)
- b. To guide you in the uploading of APP-CSE via the Virtual Store, please visit this link: <https://tinyurl.com/UploadAPPCSEviaVS>
3. Please be reminded that APP-CSE submission is one of the agency accountabilities stated in the Guidelines on the Grant of the Performance-Based Bonus (PBB).
4. Immediate and wide dissemination of this Memorandum is desired

**ROMEO M. ALIP, Ph.D., CESO V**  
Schools Division Superintendent



Encl.: As stated.  
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ADVISORY 2023-011



## SUBMISSION OF THE APP-CSE 2024 FORM TO PS-DBM

The Procurement Service - Department of Budget and Management (PS-DBM) advises all government agencies<sup>[1]</sup> to submit their **Annual Procurement Plan - Common-use Supplies and Equipment (APP-CSE) 2024** Form to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS)<sup>[2]</sup>.

**THE DEADLINE FOR SUBMISSION  
IS ON 31 JULY 2023.**

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

<sup>[1]</sup> Department of Budget and Management (DBM) Circular Letter Nos. 2011-6 and 2011-6-A: Directing the Use of the Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS) in Procurement Activities

<sup>[2]</sup> 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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