



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

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July 05, 2024

DIVISION MEMORANDUM  
NO. 406, s. 2024

**PHILGEPS ADVISORY 2024-018 - SUBMISSION OF THE APP-CSE 2025  
FORM TO PS DBM**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Public School District Supervisors  
Heads of Secondary / Elementary Schools  
All Others Concerned

1. Relative to Philgeps Advisory No. 2024-018 re: Submission of the APP-CSE 2025 Form to PS-DBM, all government agencies are advised to submit their Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) 2025 Form on or before **31 July 2024**.

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 2025 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 2024-018) for your reference.

a. Where to download the 2025 APP-CSE template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)




**Address:** High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
**Telephone No.:** (045) 435-2728; (045) 435-7404  
**Email Address:** pampanga@deped.gov.ph  
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


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- b. To guide you in the uploading of APP-CSE via the Virtual Store, please visit this link: <https://shorturl.at/cGLU3>
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, PhD, CESO V**  
Schools Division Superintendent

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Dep Ed DIVISION OF PAMPANGA  
CITY OF SAN FERNANDO  
**RELEASED**  
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Encl.: As stated  
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ADVISORY 2024-018



# SUBMISSION OF THE APP-CSE 2025 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) 2025 Form** to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS)<sup>[2]</sup>.

THE DEADLINE FOR SUBMISSION IS ON  
**31 JULY 2024.**

The PS-DBM wishes to reiterate that **emailed submission and 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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www.ps-philgeps.gov.ph

All government agencies are advised to submit their Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) 2025 Form on or before **31 July 2024**.

The APP-CSE 2025 Form can be downloaded by clicking this [link \(/home/images/Downloads/2024/APP-CSE 2025 Form 6-27-24.xls\)](/home/images/Downloads/2024/APP-CSE 2025 Form 6-27-24.xls).

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.**

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Please take 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 for and desirable in their official and regular transactions, consumed and needed in their day-to-day operations.

In relation, for items not included in the list of PART II, a separate document with file name **APP-CSE 2025 Form - Other Items** must be downloaded. Please click this [link](#) ([/home/images/Downloads/2024/APP-CSE 2025 Form - Other Items 6-18-24.xls](/home/images/Downloads/2024/APP-CSE_2025_Form_-_Other_Items_6-18-24.xls)) to secure a copy. The accomplished APP-CSE 2024 Form - Other Items must be submitted to PS-DBM through this [link](#) (<https://shorturl.at/adeqQ>).

**RELATED:**

[User manual on how to upload APP-CSE to mPhilGEPS \(https://shorturl.at/cGLU3\)](https://shorturl.at/cGLU3)

[PREV \(/HOME/INDEX.PHP/ABOUT-PS/NEWS/6686-ADV-2024-017-IMMEDIATE-SUBMISSION-OF-APR-OR-VALIDATED-ADA-DEPOSIT-SLIP-RELATIVE-TO-DIRECT-DEPOSITS-MADE-TO-PS-DBM-BANK-ACCOUNTS\)](#) [NEXT \(/HOME/INDEX.PHP/ABOUT-PS/NEWS/6684-PS-DBM-JOINS-DBM-IN-A-BILATERAL-MEETING-WITH-KOREA-S-PPS-FOR-INNOVATIVE-PROCUREMENT\)](#)