



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

August 08, 2025

DIVISION MEMORANDUM
NO. 468, s. 2025

**PHILGEPS ADVISORY 2025-010 - SUBMISSION OF THE APP-CSE 2026
FORM TO PS DBM**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public Secondary/Elementary School Heads
District / School Property Custodians
All Others Concerned

1. Relative to Philgeps Advisory No. 2025-010 re: Submission of the APP-CSE 2026 Form to PS-DBM, all government agencies are advised to submit their Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) 2026 Form on or before **31 August 2025**.

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 2026 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 2025-010) for your reference.



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
Website: www.depedpampanga.ph

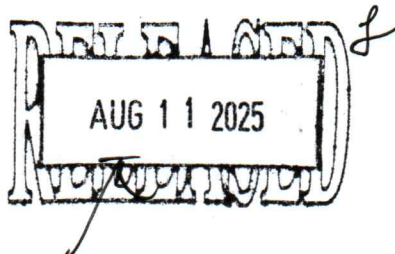


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- a. Where to download the 2026 APP-CSE template at www.ps-philgeps.gov.ph
3. Please be reminded that APP-CSE submission is one of the agency accountabilities stated in the Guidelines on the Grant of the Performance-Based Bonus (PBB).
4. Immediate and wide dissemination of this Memorandum is desired


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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Encl.: As stated.
osds-supply-2025-08-022



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SUBMISSION OF THE APP-CSE 2026 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) 2026**

Form to PS-DBM via the modernized
Philippine Government Electronic Procurement System (mPhilGEPS)^[2].

**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.**

^[1]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

^[2]Government Procurement Policy Board (GPPB) Resolution No. 20-2018: Approving the Guidelines on the use of

GUIDE ON HOW TO FILL OUT THE ANNUAL PROCUREMENT PLAN – COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE)

Indicate the following details:

Agency Information

- Full name of the Department/Bureau/Office. Please do not abbreviate.
- Region where the Department/Bureau/Office is located.
- Complete address of the Department/Bureau/Office.
- Agency Code/UACS (found in mPhilGEPS account under My Organization > View Organization Profile)
- Organization Type refers to different agency classifications, e.g. National Government Agency (NGA), Local Government Agency (LGU), Government Owned and/or Controlled Corporation (GOCC), Bureau, etc.
- Contact details of the Contact Person or an authorized representative of the agency. Please ensure that the email address and contact numbers provided are valid and active.

PART I: Available at PS-DBM (Main Warehouse and Depots)

- Monthly requirement per item.
- Unit price (from Price column or updated based on latest purchase for Motor Vehicle, Airline Tickets, Software, Cloud Computing Services)

PART II: Other items not available at PS-DBM but are regularly purchased from other sources

- Monthly requirement per item.
- Unit price (updated based on latest purchase)

Total Summary

The form presents two distinct summaries: (Part I and Part II)

- A. Total - shows the total amount of items
- B. Additional Provision for Inflation - ten percent (10%) of the total amount of items
- C. Additional Provision for Transport and Freight Cost, if applicable.
- D. Grand Total - shows the sum of A, B, and C.
- E. Approved Budget by the Agency Head - should be indicated in figures and words.

Other instructions

- Ensure that the APP-CSE form has been reviewed and accomplished properly.
- Complete name and signature of the Property/Supply Officer, Accountant/Budget Officer, and Head of Agency/Office in the space provided.
- Date when the APP-CSE form was finalized for signature and approval of the concerned personnel.

**GUIDE ON HOW TO FILL OUT THE
ANNUAL PROCUREMENT PLAN – COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) -
OTHER ITEMS THROUGH GOOGLE FORM**

Indicate the following details:

Agency Information

- Contact details of the Contact Person or an authorized representative of the agency. Please ensure that the email address and contact numbers provided are up to date.
- Agency Code/UACS (found in mPhilGEPS account under My Organization > View Organization Profile)
- Full name of the Department/Bureau/Office. Please do not abbreviate.
- Complete address of the Department/Bureau/Office.
- Region where the Department/Bureau/Office is located.
- Organization Type refers to different agency classifications, e.g. National Government Agency (NGA), Local Government Agency (LGU), Government Owned and/or Controlled Corporation (GOCC), Bureau, etc.
- PS-DBM depot that you visit frequently to purchase CSE items.

Signatories

- Complete name and signature of the Property/Supply Officer, Accountant/Budget Officer, and Head of Agency/Office in the space provided.

Other items not available at PS-DBM but are regularly purchased from other sources

- Exact Item Description provided in the [UNSPSC List](#) for the first 25 items in the form
- Item Specification (features, composition, model, dimensions, color, or functions)
- Unit of measurement for the item.
- Monthly requirement per item.
- Unit price (updated based on latest purchase)
- Submit additional forms if items exceed 25 utilizing the same provided link.
- Additional Provision for Transport and Freight Cost, if applicable.
- Upon submission, a PDF copy will be emailed to the agency.

FREQUENTLY ASKED QUESTIONS ON THE APP-CSE 2026 FORM

I. APP-CSE FORM

- **What is the Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE)?**

APP-CSE is an annually submitted requirement of an Agency for common-use supplies and equipment (CSE) approved by the Head of the Procuring Entity (HOPE) or his/her duly authorized representative.

- **What is the APP-CSE Form?**

The APP-CSE Form contains the CSE carried by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies.

Only Agencies with uploaded APP-CSE on the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) will be able to purchase CSE from the PS-DBM.

- **What is the legal basis for the submission of APP-CSE?**

The submission of APP-CSE is in compliance with Department of Budget and Management (DBM) Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, directing the use of Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS). The said DBM Circular Letter requires all National Government Agencies, including Military and Police Units; GOCCs, GFIs, SUCs, and LGUs to submit their APP-CSE to the DBM through the Procurement Service.

Furthermore, Government Procurement Policy Board (GPPB) Resolution No. 20-2018 mandates all agencies to fully use the mPhilGEPS for the procurement of CSEs through the Virtual Store feature. The Resolution indicates that agencies shall upload their approved APP-CSE in the mPhilGEPS, which shall be the basis of procurement from the Virtual Store.

- **How do we submit the APP-CSE Form?**

There are two (2) forms that shall be submitted by the Agencies.

The submission of Annual Procurement Plan Common-use Supplies and Equipment (APP-CSE) 2026 Form is accomplished by uploading the approved file on the mPhilGEPS.

To guide you in the uploading of APP-CSE via the mPhilGEPS, please visit this [link](#).

While Annual Procurement Plan Common-use Supplies and Equipment (APP-CSE) 2026 Form - Other Items shall be filled out through this [link](#).

Please note that hard copy via manual submission or soft copy via email are not valid.

- **Where can we get the template to be used for the submission of APP-CSE?**

The APP-CSE template can be downloaded from the mPhilGEPS, or from "Forms" under the PS-DBM website Downloads tab.

- **How to fill-out the APP-CSE Form?**

To guide you in filling-out the APP-CSE Form, please visit PS-DBM website Downloads tab and check for "Guide On How To Fill Out The Annual Procurement Plan – Common-Use Supplies and Equipment (APP-CSE)

- **Do we need to have the APP-CSE approved?**

Yes, for check and balance and accountability. The supervisor, department/division head, or any authorized personnel should review and approve the APP-CSE to be submitted.

- **What are the supported file formats of the APP-CSE Form?**

The file should be formatted to .xls or.xlsx (Microsoft Excel Worksheet), file should not exceed ten (10) megabytes (MB) .

For the approved signed copy, the file should be formatted to .pdf. Multiple files are allowed provided that each file should not exceed five (5) megabytes (MB).

- **What is the process for submission of APP-CSE supplemental?**

Any amendments to the uploaded APP-CSE can only be made by uploading APP-CSE Supplemental through the mPhilGEPS's "EDIT" facility.

All changes must remain consistent with the Agency's duly approved yearly budget.

II. ROLES IN UPLOADING APP-CSE ON THE MPHILGEPS

- **Who is the Agency Coordinator?**

A person designated by the Agency to be in charge of maintaining and updating the organization's information in the system, as well as having access to the following Buyer Coordinator user roles:

- Register Additional User Account/s
- Deactivate User Account/s
- Reset Password
- Activate Key Pair
- Update Sub-User/s Profile (i.e. Email Address)
- Customize Access Level (for sub-user/s only)
- Blacklist a merchant

- **Who is the APP-CSE Uploader?**

A person authorized by the Agency to be in charge of uploading the APP-CSE and editing the details of the APP-CSE on the mPhilGEPS.

- **Who is the APP-CSE Approver?**

A person authorized by the Agency in charge of approving the APP-CSE uploaded on the mPhilGEPS. The APP-CSE Approver is also responsible for uploading the signed copy of the APP-CSE.

III. WHAT'S NEW?

- **There are two (2) forms that must be submitted by the government agencies:**

1. Annual Procurement Plan Common-use Supplies and Equipment (APP-CSE) 2026 Form

This is the form used to submit the annual common-use supplies and equipment (CSE) requirement of government

agencies through the mPhilGEPS.

2. Annual Procurement Plan Common-use Supplies and Equipment (APP-CSE) 2026 Form - Other Items

This is the form used to submit the annual common-use supplies and equipment (CSE) requirements of government agencies that are not indicated on the Part I and Part II of the APP-CSE 2026 Form. The form must be filled out through this [link](#).

IV. HOW CAN WE CONTACT PS-DBM FOR QUESTIONS AND CLARIFICATIONS?

- **PS-DBM Main** - psclient@ps-philgeps.gov.ph | 09182954426 / 09628255199
- **PS-DBM Depots** - psdepot.appcse@ps-philgeps.gov.ph