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

June 29, 2026

DIVISION MEMORANDUM
NO. 379, s. 2026

PHILGEPS ADVISORY 2026-13 SUBMISSION OF THE APP-CSE 2027 FORM TO PS-DBM

TO : Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors
Public Secondary/Elementary School Heads
School Property Custodian/AOII
All Others Concerned

1. In line with the implementation of Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA), and pursuant to the Advisory 2026-13 issued by the Procurement Service – Department of Budget and Management (PS-DBM) regarding the submission of the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) 2027, all offices and schools under this Division are hereby directed to prepare and submit their respective Project Procurement Management Plan – Common-Use Supplies and Equipment (PPMP-CSE) for FY 2027.

Please note that, based on the advisory of PS-DBM, the submission of APP-CSE 2027 to PS-DBM shall be made exclusively through the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) and the deadline for submission is on **August 31, 2026**. In support thereof, all schools and offices are required to submit accurate and complete PPMP-CSE data within the prescribed timeline to allow sufficient time for validation and consolidation.

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 I and II, an online APP-CSE 2027 Form – Other Items must be accomplished. Please click this link to fill out the online form: **https://bit.ly/APP-CSE2027FORM-OtherItems**

2. For detailed guidance, related links, forms, and other instructions concerning the submission of the APP-CSE 2027, all concerned offices and schools are advised to review PS-DBM Advisory No. 2026-13. The Advisory contains the download link for the APP-CSE 2027 Form, the online submission requirements for other items not included in Parts I and II, Frequently Asked Questions (FAQs), and other relevant information necessary for the proper preparation and submission of procurement requirements. A copy of the Advisory is attached hereto for reference and compliance.

BDS 16287
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JUN 29 2026

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

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https://tinyurl.com/PSAdvisory2026-13

Procurement Service-DBM
June 17 at 1:41 PM ·

#PSAdvisory 2026-13: **Mark your calendar for the submission of the APP-CSE 2027 Form!**

All government agencies are advised to submit their Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) 2027 Form on or before **31 August 2026**.

The APP-CSE 2027 Form can be downloaded by clicking this link: https://ps-philgeps.gov.ph/.../APP-CSE%202027%20Form%20...

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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In relation, for items not included in the list of PART I and II, an online **APP-CSE 2027 Form - Other Items** must be accomplished. Please click this link to fill out the online form: https://docs.google.com/.../1FAIpQLSfJgr3VBV4Y5K.../viewform

RELATED:
• FAQs on APP-CSE 2027 Form:
https://ps-philgeps.gov.ph/.../General%20Information...
• Guide on how to fill the APP-CSE 2027 Form:
https://ps-philgeps.gov.ph/.../Guide%20How%20to%20fill...
• User manual on how to upload APP-CSE to mPhilGEPS:
https://ps-philgeps.gov.ph/.../APP-CSE%20Manual_v2.1.pdf

Please be guided accordingly. **See less**

https://bit.ly/APP-CSE2027FORM-OtherItems

APP-CSE 2027 FORM - Other Items

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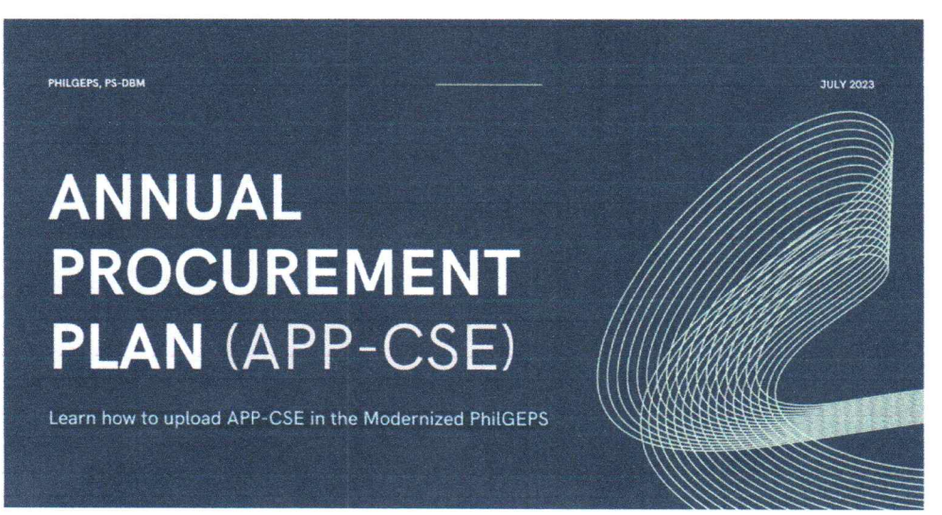
With this, for items not included on the list of PART II, a separate file, with the file name APP-CSE 2027 Form - Other Items, was created. This shall be one of the bases for the PS-DBM in expanding the electronic catalogue to include other products commonly purchased by government procurement entities.

Due to the limitations of the Google Form, agencies can only input **25 items per form**. If you have more than 25 items, you must fill out another set of forms.

The items declared through this form are classified as NCSE and are subject to further review for potential inclusion as CSE. Nonetheless, these items must still be incorporated into your respective Project Procurement Management Plans.

https://tinyurl.com/APPCSE-UPLOADING-IN-MPHILGEPS



https://tinyurl.com/GUIDEONHOWTOFILLOUT

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

https://tinyurl.com/FAQS-ON-THE-APP-CSE-2027-FORM

FREQUENTLY ASKED QUESTIONS ON THE APP-CSE 2027 FORM

I. APP-CSE FORM