



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

JUL 04 2024

DIVISION LETTER

No. 106 s. 2024

REMINDER ON THE SUBMISSION OF THE 2025 ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP CSE) FORM TO PS-DBM VIA THE MODERNIZED PHILIPPINE GOVERNMENT ELECTRONIC SYSTEM (mPhilGEPS)

To: Assistant Schools Division Superintendent
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads/Principals
 All Others Concerned

This Office reminds all concerned Public Elementary and Secondary School Heads/Principals to prepare and submit the 2025 Annual Procurement Plan – Common-Use Supplies and Equipment (APP CSE) Form to Procurement Service of the Department of Budget and Management (PS-DBM) via the Modernized Philippine Government Electronic System (mPhilGEPS). The deadline for the submission of APP-CSE 2025 Form is on **July 31, 2024** as stated in the PS-DBM Advisory 2024-018 dated June 04, 2024 of Procurement Service – Department of Budget and Management (PS-DBM).

SUBMISSION OF APPCSE 2025 via mPhilGEPS	
Website for downloading APP-CSE 2025 Form	https://tinyurl.com/APP-CSE-2025-Form-6-27-24
Submission Link of PS-DBM	https://philgeps.gov.ph/Indexes/login

SUBMISSION OF ITEMS NOT INCLUDED ON THE LIST OF PART II via GOOGLE DOCS	
For items not included on the list of PART II, schools may access, download and fill out the APP-CSE 2025 Form – Other Items	https://tinyurl.com/APP-CSE-OTHER-ITEM-2025
Submission Link of accomplished form for PS-DBM	https://docs.google.com/forms/d/e/1FAIpQLSc6_1V6m-GmuUgBmVIJAdKZJxbzT1E6e40HdOxOrEBUff4w9A/view_form

For immediate and wide dissemination and strict compliance.

CSB CAROLINA S. VIOLETA, EdD, CESO V
 Schools Division Superintendent