



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

July 30, 2025

DIVISION LETTER

No. 018 s. 2025

**REMINDER ON THE SUBMISSION OF THE 2026 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 2026 Annual Procurement Plan – Common-Use Supplies and Equipment (APP CSE) Form to Procurement Service of Budget and Management (PS-DBM) via the Modernized Philippine Government Electronic System (mPhilGEPS). The deadline for the submission of APP-CSE 2026 Form is on **August 31, 2025** as stated in the PS-DBM Advisory 2025-010 dated July 29, 2025 of Procurement Service – Department of Budget and Management (PS-DBM).

SUBMISSION OF APPCSE 2026 via mPhilGEPS	
Website for downloading APP-CSE 2026 Form	https://tinyurl.com/APP-CSE-2026-Form-7-29-25
Submission Link for PS-DBM	https://philgeps.gov.ph/Indexes/login



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**SUBMISSION OF ITEMS NOT INCLUDED IN THE LIST OF PART I AND PART II via
GOOGLE FORM**

**For items not included in the list
of PART I and II - online APP-CSE
2026 Form –
Other Items must be accomplished.
Please click this link to fill out the
online form:**

<https://docs.google.com/.../1FAIpQLSd.../viewform>

For immediate and wide dissemination and strict compliance.


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

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