



Republic of the Philippines
DEPARTMENT OF EDUCATION
DepEd Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY



DIVISION MEMORANDUM

No. 304 , s. 2019

TO : OIC, Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
This Division

SUBJECT : **SUBMISSION OF APP-CSE 2020 USING THE LATEST PRESCRIBE
TEMPLATE FROM DBM-PROCUREMENT SERVICE**

DATE : September 5, 2019

1. Consistent with DBM Circular No. 2018-10, dated November 8, 2018, Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE) is part in the Preparation of the Annual Budget Execution Plans. The APP-CSE shall serve as the agency's Agency Purchase Request (APR) for all its CSE requirements. In order to meet the deadline, School Heads are required to submit their APP-CSE 2020 using the attached template.
2. Filling-up and uploading of the template is very crucial thus, School Heads should observe the following guidelines:
 - a. Do not hide, delete or insert line item in PART I and PART II, neither row nor column;
 - b. Fill out the CSE quantity requirements in PART I and PART II;
 - c. Indicate zero if an item is not being purchased by the school or purchased for a particular month;
 - d. Additional CSE items regularly purchased by the agency from other sources, but not found in PART I and PART II, shall be added in PART III and indicate likewise the unit prices and unit of measure based on its last purchased;
 - e. Once accomplished and finalized, the APP-CSE 2019 form should be saved using this format: Name of School_APP-CSE2020;
 - f. Program of items should be in accordance to **DepEd Order No. 008, s.2019** dated May 2, 2019, under D. Uses of School MOOE pages 7-8.
3. Submission of electronic and hard copy is on or before September 18, 2019 to ivy.cabual@deped.gov.ph and dorothy.yting@deped.gov.ph.
4. Queries on this matter can be addressed to Ms. Ivy J. Cabual, Budget Officer and Ms. Dorothy Joy B. Yting, Supply Officer, at mobile no. 09999144414.

For 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent 



The **LEARNER**: The heart of DepEd Ozamiz.