FOR : HON. LEONOR MAGTOLIS BRIONES  
Secretary

THRU : ANNALYN M. SAVILA  
Undersecretary for Finance - BRM

ALAIN DEL B. PASCUAL  
Undersecretary for Administration

ROBERT M. AGUSTIN  
Director IV, Administrative Service

FROM : MARITESS L. ABLAY  
Chief Administrative Officer

SUBJECT : 2019 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE)

DATE : 28 August 2018

Attached herewith is the indicative Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) of the DepEd Central Office for the year 2019, to be submitted to the Department of Budget and Management (DBM) on or before 31 August 2018.

This is the consolidated requirements for common-use supplies and equipment of all units/divisions/services/bureaus/executive offices in the Central Office alone, with a total amount of One Hundred Forty-Nine Million One Hundred Fifty-Seven Thousand Six Hundred Thirteen Pesos and 61/100 (P149,157,613.61).

For information, the DBM advised all government agencies to submit APP-CSE for 2019 as a requirement for the grant of the 2018 Performance Based Bonus (PBB), as stated in the Memorandum Circular No. 2018-1 issued by the AO25 Secretariat on 28 May 2018. It should also be posted in the agency Transparency Seal page not later than 31 August 2018.

For the Secretary’s approval.

Thank you.
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For the Secretary’s approval.

Thank you.
Republic of the Philippines
Department of Budget and Management
Boncodin Hall, General Solano Street, San Miguel, Manila

Circular No. 2018

To: Heads of Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government-Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units

Subject: Submission of the Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) for FY 2019

1.0 Purpose

This Circular is issued to reiterate compliance of the submission of procuring entity’s Annual Procurement Plan (APP) for Common-use Supplies and Equipment (CSE) to the DBM-Procurement Service.

2.0 Coverage

All Departments, Bureaus, Offices and Agencies of the National Government, including State Universities and Colleges, Government-Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units.

3.0 Submission of APP-CSE

3.1 Section 6.4(e) of Memorandum Circular No. 2018-1 dated 28 May 2018 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems requires the submission of FY 2019 APP-CSE to the DBM-Procurement Service on or before 31 August 2018.

3.2 The approved APP-CSE should be submitted to the DBM-Procurement Service in either printed or electronic copy.

3.2.1 In the case of submission of printed copy, the printed APP-CSE should be submitted together with a spreadsheet electronic file in either USB thumb drive or CD to DBM-Procurement Service, RR Road, Cristobal St., Paco, Manila 1007.

3.2.2 In the case of submission of electronic copy, the APP-CSE should be signed and scanned into a PDF format and sent together with the spreadsheet format using the