



Republic of the Philippines  
**Department of Education**

Administrative Service  
Asset Management Division

**FOR** : **HON. LEONOR MAGTOLIS BRIONES** *Appls 8/21/18*  
Secretary

**THRU** : **ANNALYN M. SEVILLA** *Annalyn*  
Undersecretary for Finance & BRM  
~~**ALAIN DEL B. PASCUA**  
Undersecretary for Administration~~

**ROBERT M. AGUSTIN**  
Director IV, Administrative Service

**FROM** : **MARITESS L. ABLAY** *M. A. 8/28/18*  
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.



Republic of the Philippines  
**Department of Education**

2018 - 8182

Administrative Service  
**Asset Management Division**

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Thank you.

Office of  
Useg. For Finance,  
Received By: Tina  
Date: 29 AUG 2018  
Time: 4:20 pm



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

CIRCULAR <No.>-2018  
<Date><Month><Year>

**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 at 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