



Republic of the Philippines  
**Department of Education**

Administrative Service  
ASSET MANAGEMENT DIVISION

**MEMORANDUM**

FOR : **LEONOR MAGTOLIS-BRIONES**  
Secretary

THRU : **ANNALYN M. SEVILLA**  
Undersecretary for Finance

**ALAIN DEL B. PASCUA**  
Undersecretary for Administration

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

FROM : **MARITESS L. ABLAY**  
Chief Administrative Officer

SUBJECT : **2022 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE)**

DATE : **29 July 2021**

This is to respectfully submit the attached Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for the year 2022 using the new template prescribed by the Procurement Service of Department of Budget and Management (PS-DBM).

This APP-CSE is a consolidation of all the requirements for supplies, materials and equipment of units/divisions/services/bureaus and executive offices in the Central Office with a total amount of **One Hundred Twenty Million Two Hundred Ninety Four Thousand Nine Hundred Forty One Pesos and 71/100 (P120,294,941.71)** and is distributed as follows:

Items	Amount
Items Available at PS Stores	53,313,837.92
Items Not Available at PS but Regularly Purchased from Other Sources	16,045,200.00
Airline Ticket	40,000,000.00
Additional Provision for Inflation (10% of Total)	10,935,903.79