



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
BINALONAN, PANGASINAN

From the Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **321** s. 2023

TO : **PUBLIC SCHOOL DISTRICT SUPERVISORS
PUBLIC SECONDARY AND ELEMENTARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS II
SCHOOL PROPERTY CUSTODIANS/SUPPLY OFFICERS**

FROM : **LORNA G. BUGAYONG, PhD, CESO V**
Schools Division Superintendent

SUBJECT : **Submission of 2024 Annual Procurement Plan – Common-use
Supplies and Equipment (2024 APP-CSE)**

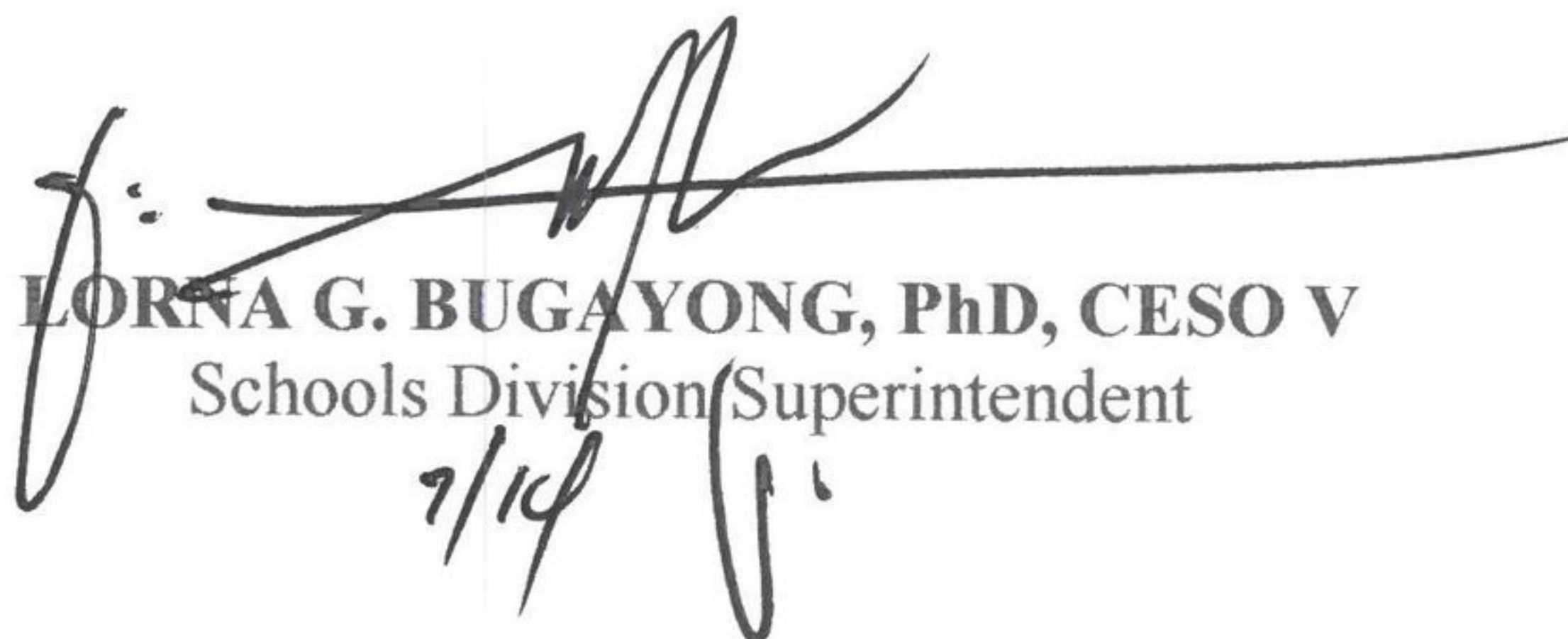
DATE : July 13, 2023

The Revised Implementing Rules and Regulations of Republic Act 9184 otherwise known as the Government Procurement Reform Act mandates that *“No procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP) that must be consistent with the duly approved budget of the procuring entity”* (Sec. 7.2).

In view hereof, all schools (ELEMENTARY and SECONDARY NON-IU’s) are hereby directed to submit their respective Annual Procurement Plan of Common-use Supplies and Equipment for 2024 using the prescribed template to the Asset Management Section email address pang2.ams@deped.gov.ph **on or before July 21, 2023.**

However, Secondary Schools (*Implementing Units*) shall submit their own APP-CSE to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPHILGEPS).

Failure to submit on or before the said deadline shall be dealt accordingly.


LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent
7/14

APPROVED FOR TRANSMISSION:

ARVIN D. PUDINIMA
ADMINISTRATIVE OFFICER V

