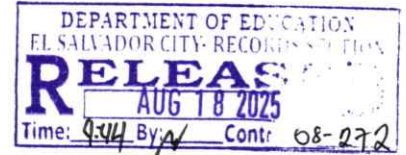




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



August 18, 2025

DIVISION MEMORANDUM

No. 272, s. 2025

**SUBMISSION OF ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND
EQUIPMENT (APP-CSE) 2026**

To: All Public Elementary & Secondary School Heads
All Division Section/Unit Heads

1. All School Heads and All Division Section/Unit Heads are hereby informed to submit the Annual Procurement Plan - Common-Use Supplies and Equipment (APP-CSE) on or before August 26, 2025 at the Office of Property and Supply Unit, Emerald Building, Division Office.
2. The link for the hard copies can be accessed through this link <https://ps-philgeps.gov.ph/home/images/Downloads/2025/APP-CSE%202026%20Form.xlsx>.
3. This office shall adhere to the Equal Opportunity Principle, wherein there is no discrimination on the basis of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. For dissemination and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent