



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

DEPARTMENT OF EDUCATION  
RECORDS SECTION, SDO MARINDUQUE

**RECEIVED**  
JUL 08 2026

**Office of the Schools Division Superintendent**

**MEMORANDUM**

OSDS-PU-2026-003

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
All Others Concerned

FROM:   
**LYNN G. MENDOZA, EdD** *SV*  
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF THE ANNUAL PROCUREMENT PLAN-COMMON USE SUPPLIES AND EQUIPMENT (APP-CSE) 2027 FORM AND APP-CSE 2027 FORM-OTHER ITEMS TO PS-DBM**

DATE: July 7, 2026

1. In compliance with Procurement Service-Department of Budget and Management (PS-DBM) Advisory No. 2026-13, all concerned are hereby directed to prepare and submit their respective requirements for the Annual Procurement Plan for Common-Use Supplies and Equipment for Fiscal Year 2027.
2. The APP-CSE shall be prepared using the prescribed format and template provided by the Procurement Service-Department of Budget and Management (PS-DBM) Advisory 2026-013 which may be accessed through the following links:
  - a. APP-CSE 2027 Form and the online APP-CSE 2027 Form-Other Items:  
<https://tinyurl.com/APPtemplates2027>;
  - b. Guide on how to Accomplish the APP-CSE Form and the Frequently Asked Questions on the APP-CSE 2027 Form:  
<https://tinyurl.com/APP2027guide>;
3. All **Division Unit Heads/Section Heads** shall prepare their respective **Project Procurement Management Plans (PPMPs)**, which shall serve as the basis for the preparation of the **Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for FY 2027**. All proposed procurements shall be within the approved budget of the procuring entity.
4. The duly accomplished hard copy of the PPMP shall be submitted to the Procurement Office on or before July 22, 2026.

5. Submission of the accomplished APP-CSE shall be as follows:

a. **Schools Division Office (SDO)-Based Offices and Non-Implementing Units (Non-IUs)** shall submit their accomplished **APP-CSE (Excel format)** as follows:

- **SDO-Based Offices** shall upload their accomplished APP-CSE through the following link: <https://tinyurl.com/APPSubmission>
- **Non-Implementing Units (Public Schools)** shall submit their accomplished APP-CSE to their respective **District Offices**. The District Offices shall **consolidate** all submitted APP-CSEs and upload them to the designated district folder using the following link: <https://tinyurl.com/APPSubmission>

All submissions under this item shall be completed **on or before July 22, 2026**.

b. **Implementing Units (IUs)** shall directly submit their accomplished **APP-CSE** through the **Modernized Philippine Government Electronic Procurement System (mPhilGEPS)** on or before **August 31, 2026**, in accordance with PS-DBM Advisory No. 2026-013.

6. PS-DBMMM reiterates that submission is exclusively through the **Modernized Philippine Government Electronic Procurement System (mPhilGEPS)**; emailed submission or manual submission of the hard copy will not be accepted

7. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

PU-JPB