



Republic of the Philippines
Department of Education

MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque

RECORDS SECTION
RELEASED

Name: 002184

Signature:

Date: JUL 10 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Administrative Officer II
School and District Property Custodians
SDO Section and Unit Heads
All Others Concerned

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

SUBJECT: **SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR FY 2025**

DATE: July 5, 2024

1. In conformity with Administrative Order No. 17 issued by the Office of the President on July 28, 2011, DBM Circular No. 2011-6 and 2011-6A dated August 25, 2011 and September 28, 2011, respectively and PS-DBM ADV 2024-018, all concerned are hereby directed to submit the Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) for FY 2025 in soft copy using the attached template.

2. School Heads of Elementary, Junior and Senior High Schools shall submit their School Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) for FY 2025 to their respective District Property Custodians for consolidation not later than **July 11, 2024**. The District Consolidated APP-CSE shall be submitted thru email at ruby.tan@deped.gov.ph on or before **July 16, 2024**. Moreover, APP-CSEs from the different units/sections and divisions in the Schools Division Office shall be submitted to the SDO Property and Supply Section on or before **July 15, 2024**.

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3. Non-compliance with the submission of APP-CSE for FY 2024 will render the entire department/agency ineligible for the Performance-Based Bonus (PBB).
4. Immediate and wide dissemination of and compliance with this Memorandum are desired.

PSU/RMT2024

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