



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

August 19, 2021

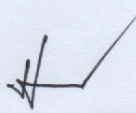
DIVISION MEMORANDUM

No. 241, s. 2021

**SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON USE SUPPLIES
AND EQUIPMENT (APP-CSE) FOR FY 2022**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Per Memorandum Circular No. 2021-1 dated 03 June 2021 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information Systems (Administrative Order No. 25 s. 2011) and per Government Procurement Policy Board (GPPB) Resolution No. 20-2018: Approving the guidelines on the use of the Virtual Store for the procurement of Common Use Supplies and Equipment (CSE), all government agencies are advised to submit their Annual Procurement Plan – Common Use Supplies and Equipment (APP-CSE) for FY 2022.
2. Pursuant to PhilGEPS advisory No. 2021-007 this Division, through the Supply Office requires all Elementary and Secondary Schools to submit the 2022 Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) on or before 31 August 2021 via the Virtual Store (VS) facility.
3. The complete details on how to submit and upload the accomplished APP-CSE 2022 in the virtual store can be accessed thru www.ps-philgeps.gov.ph. Search the guide on how to fill out the Annual Procurement Plan –common-use supplies and equipment (APP-CSE).
4. All concerned are advised to follow the steps as provided by PhilGEPS.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


JUDELLA R. LUMPAS EdD, CESO VI
Schools Division Superintendent



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