



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

July 1, 2026

**DIVISION MEMORANDUM**

No. 368, s. 2026

**SUBMISSION OF THE ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FORM TO PS-DBM FOR FISCAL YEAR 2027**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Public Schools District Supervisors, Principal In-Charge of the District  
Head Teacher In-Charge of the District  
Heads of Public Elementary/Integrated/Secondary Schools  
All Others Concerned

1. Pursuant to Procurement Service – Department of Budget and Management (PS-DBM) Advisory No. 2026-13 on the submission of the **Annual Procurement Plan – Common-Use Supplies and Equipment (APP-CSE) for Fiscal Year (FY) 2027**, this Office hereby disseminates the guidelines and prescribes the following instructions for the information and compliance of all concerned.
2. All public elementary and secondary schools are hereby directed to prepare and submit their respective **APP-CSE for FY 2027** directly to the **Procurement Service – Department of Budget and Management (PS-DBM)** through the **Modernized Philippine Government Electronic Procurement System (mPhilGEPS)**. Submission shall be made in accordance with the prescribed procedures contained in the **Guide on How to Upload the APP-CSE to mPhilGEPS**, which may be accessed through the official **PS-DBM website** or the **Procurement Service – DBM Facebook Page**. Emailed submissions and manual submission of hard copies shall not be accepted.
3. The prescribed **APP-CSE for FY 2027** template shall be downloaded from the official **PS-DBM website** or the **Procurement Service – DBM Facebook Page**. All schools shall use only the latest version of the prescribed template in the preparation of their APP-CSE.
4. All public elementary and secondary schools are advised to ensure that their respective **mPhilGEPS accounts are active and accessible** prior to the submission period to avoid delays in the uploading of their APP-CSE. Schools are likewise encouraged to complete their submission on or before the deadline prescribed by PS-DBM.



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5. All Division Office Units/Sections and District Offices shall prepare their respective **Project Procurement Management Plan – Common-Use Supplies and Equipment (PPMP-CSE) for FY 2027** by encoding their procurement requirements through the online link below:

**Division Office PPMP-CSE Encoding Link:**  
<https://tinyurl.com/2027PPMP-CSE-Division>

**District Office PPMP-CSE Encoding Link:**  
<https://tinyurl.com/2027PPMP-CSE-District>

All Unit/Section Heads shall ensure that the information encoded is complete, accurate, and reflective of the actual CSE requirements of their respective offices.

6. To facilitate the timely validation and consolidation of the Division Office's procurement requirements, all Division Office Units/Sections and District Offices shall complete the required encoding **on or before July 28, 2026**.
7. For monitoring and documentation purposes, all public elementary and secondary schools shall submit to their respective **District Property Custodian** a copy of the proof of successful submission of their **APP-CSE for FY 2027** to PS-DBM (e.g., screenshot of successful upload, acknowledgment receipt, or other system-generated confirmation) immediately after submission through mPhilGEPS. The District Property Custodians shall consolidate all proofs of submission from schools within their respective districts and submit the consolidated report, together with the supporting documents, to the **Property and Supply Unit**.
8. Enclosed in this Memorandum is a copy of **PS-DBM Advisory No. 2026-13** for the information, guidance, and compliance of all concerned.
9. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

**Enclosure:**

*PS-DBM Advisory No. 2026-13 – Submission of the Annual Procurement Plan – Common-Use Supplies and Equipment (APP-CSE) for Fiscal Year 2027*

For inquiries and technical assistance regarding the Division Office PPMP-CSE encoding, please contact the **Property and Supply Unit**.

**Dr. FELICIANO C. BUENAFE JR., CESO VI**  
Schools Division Superintendent

/KGT - APP-CSE FY 2027



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ADVISORY 2026-13

## SUBMISSION OF THE APP-CSE 2027 FORM TO PS-DBM

The Procurement Service–Department of Budget and Management (PS-DBM) advises all government agencies<sup>[1]</sup> to submit their

### **Annual Procurement Plan–Common-use Supplies and Equipment (APP-CSE) 2027 Form**

to PS-DBM via the modernized Philippine Government Electronic Procurement System (mPhilGEPS)<sup>[2]</sup>.

**THE DEADLINE FOR SUBMISSION IS ON  
31 AUGUST 2026.**

The PS-DBM wishes to reiterate that  
**emailed and manual submission of the hard copy will not be accepted.**

[1] Department of Budget and Management (DBM), Circular Letter Nos. 2011-6 and 2011-6-A, directing the Use of the Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS) in Procurement Activities

[2] 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)



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