



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

September 15, 2026

DIVISION MEMORANDUM
No. 536, s. 2026

DEADLINE OF SUBMISSION OF THE PROJECT PROCUREMENT MANAGEMENT PLANS (PPMPs) FOR FISCAL YEAR 2027

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Unit/Section Heads
All Others Concerned

1. In preparation for the consolidation and submission of the Annual Procurement Plan Non-Common-Use Supplies and Equipment (APP NON-CSE) for Fiscal Year 2027, all concerned are hereby requested to prepare and submit their duly accomplished **Project Procurement Management Plans (PPMPs) – Non-CSE for FY 2027**.
2. The submitted **PPMPs Non-CSE** shall serve as the basis for the review, consolidation, and preparation of the **APP Non-CSE for FY 2027**. Accordingly, all concerned are advised to carefully identify and include in their PPMPs all necessary goods, supplies, equipment, projects, and services required for the effective implementation of their respective programs and activities for FY 2027.
3. For your guidance, Section 5 (h) of the Implementing Rules and Regulations of Republic Act No. 12009 defines Common-Use Supplies and Equipment as:

Common-Use Supplies and Equipment (CSE) refer to Goods, as defined under this Section, that are used repetitively in the day-to-day operations of Procuring Entities in the performance of their functions and are included in the Electronic Catalogue of the Philippine Government Electronic Procurement System (PhilGEPS). xxx

Corollary, the same section defines Non-Common-Use Supplies and Equipment in the negative, to wit:

Goods that do not fall under this definition are Non-CSE.

4. In this regard, all concerned offices/sections/units shall submit their duly accomplished **PPMPs – Non-CSE for FY 2027**, together with the corresponding procurement requirements, on or before **September 30, 2026**.
5. The respective offices/sections/units shall ensure that their submitted **PPMPs – Non-CSE** are complete, accurate, and duly accomplished to provide sufficient time for the review, consolidation, and timely preparation and submission of the **APP Non-CSE for FY 2027**.
6. Strict compliance with the prescribed deadline is hereby enjoined.
7. Immediate dissemination of and compliance with this Memorandum is desired.


Dr. FELICIANO C. BUENAFE, JR., CESO V
Schools Division Superintendent

Reference: none
Enclosure: as stated



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