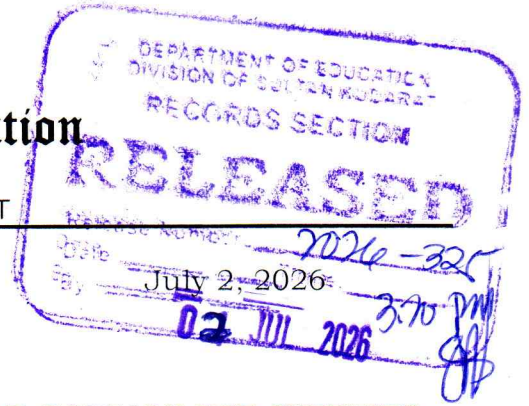




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



NO DIVISION MEMORANDUM  
OSDS-PSS No. 127 s. 2026

**SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES  
AND EQUIPMENT (APP-CSE) FOR CY 2027**

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Education Program Supervisors  
Administrative Officer V  
Elementary and Secondary School Heads  
School Property Custodians  
All others concerned  
This Division

1. In compliance with the directive that all government agencies are advised to submit their Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) 2027 Form, all public schools under this Division are hereby instructed to prepare and submit the said form on or before August 31, 2026.
2. The APP-CSE 2026 Form can be downloaded from the link: <https://ps-philgeps.gov.ph/.../APP-CSE%202027%20Form.xlsx>.
3. The guidelines on how to accomplish the APP-CSE 2027 Form and the user manual on how to upload the APP-CSE to mPhilGEPS can be accessed through the following links:
  - <https://ps-philgeps.gov.ph/home/images/Downloads/2026/General%20Information%20APP-CSE%20Overview%20-%202027.pdf>
  - <https://ps-philgeps.gov.ph/home/images/Downloads/2026/Guide%20How%20to%20fill-out%20the%20APP-CSE%20Form.pdf>
4. 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.
5. For inquiries, you may contact **RODSY L. OMAMBING** (AO-IV, PROPERTY AND SUPPLY UNIT) at [rodsy.omambing@deped.gov.ph](mailto:rodsy.omambing@deped.gov.ph).
6. For guidance and dissemination



Republic of the Philippines  
**Department of Education**

REGION XII  
DIVISION OF SULTAN KUDARAT

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**CRISPIN A. SOLIVEN JR., CESO V**  
Schools Division Superintendent

Enclosure: None

Reference: Department of Budget and Management (DBM) Circular Letter Nos. 2011-6 and 2011-6-A

Allotment:

To be indicated in the perpetual index under the following subjects:

**ANNUAL PROCUREMENT PLAN**

**COMMON-USE**

**SUBMISSION**

RLO/OSDS-PSS/DM- Submission of Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) for CY 2026/July 2, 2026



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