



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



Office of the Schools Division Superintendent

August 4, 2026

DIVISION MEMORANDUM

No. **360** Series 2026

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

TO: Office of the Assistant Schools Division Superintendent
All Functional Division Chiefs
Unit Heads, and Office Heads
All others concerned

1. In reference to **PS Advisory 2026-13** issued by the Procurement Service–Department of Budget and Management (PS-DBM), all concerned offices are hereby informed that the submission of the **Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) 2027** to PS-DBM is due on or before **August 31, 2026**.
2. To facilitate the timely consolidation of the Schools Division Office's APP-CSE 2027, all offices/units are directed to accomplish the **APP-CSE 2027 Form** and **APP-CSE 2027 Form - Other Items** (For items not included in Parts I and II of the APP-CSE Form) through the following link and submit their requirements on or before **August 17, 2026**:

APP-CSE 2027 Form - DEPED TABUK CITY: <https://tinyurl.com/42nmu2fs>

APP-CSE 2027 Form - Other Items: <https://tinyurl.com/3u43d3ck>

3. In accordance with **Section 4.4 of DBM Circular Letter No. 2011-6**, all offices shall include in their APP-CSE all **common-use supplies, commodities, materials, and equipment with an estimated unit cost below Fifty Thousand Pesos (P50,000.00)** that are necessary for and desirable in the conduct of their official and regular operations.
4. The following proposed budget ceilings shall serve as the basis in preparing each office's APP-CSE requirements:

FUNCTIONAL DIVISION	BASELINE BUDGET FOR COMMON SUPPLIES & SEMI-EXPENDABLE EQUIPMENT
OSDS	
SDS Office -----	50,000.00
ASDS Office -----	35,000.00
Legal Unit -----	15,000.00
ICT Unit -----	15,000.00
Admin-GSO-----	70,000.00
Budget-----	35,000.00



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



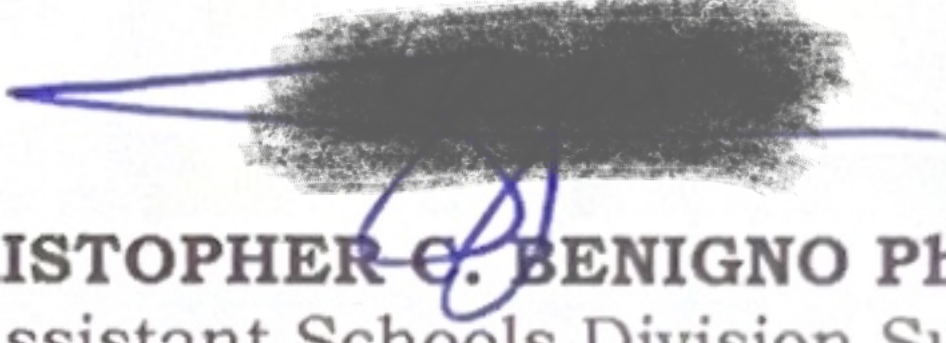
DepEd Tayo Tabuk City



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Accounting-----	60,000.00
Personnel Unit-----	100,000.00
Cash Unit-----	35,000.00
Records Unit-----	30,000.00
Supply Unit-----	60,000.00
Procurement Unit -----	50,000.00
SGOD	220,000.00
CID	180,000.00

5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

