



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY 2023-08-22

**Office of the Schools Division Superintendent**

SDO ALAMINOS  
**RELEASED**  
RECORDS UNIT

**DIVISION MEMORANDUM**  
**DM-2023-388**

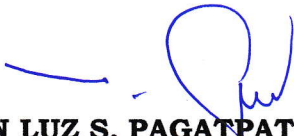
TO : Asst. Schools Division Superintendent  
Chief Education Supervisor -Curriculum Implementation Division  
Chief Education Supervisor -Schools Governance Operation Division  
Education Program Supervisors, SEPS, Division Personnel  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

SUBJECT : **REITERATION ON SUBMISSION OF 2024 APP-CSE FORMS**

FROM : Schools Division Superintendent

DATE : August 16, 2023

1. Please be advised that the deadline of submission of 2024 Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE) Form is on August 31, 2023.
2. The submission of APP-CSE 2024 Form is exclusively through the modernized Philippine Government Electronic Procurement System (mPhilGEPS), while the APP-CSE 2024 Form – Other Items must be submitted through this Google Form: <https://shorturl.at/hosS8>.
3. This is also a reminder to copy-furnish the Division Office thru Property & Supply Unit a hard copy of the approved 2024 APP-CSE Forms of your school and submit the same to the Commission on Audit (COA).
4. For information, guidance, and compliance.

  
**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Schools Division Superintendent

***With hundred reasons to serve!***