



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

June 24, 2024

DIVISION MEMO
NO. 429 s. 2024

**SUBMISSION OF THE 2025 ANNUAL PROCUREMENT PLAN-COMMON
SUPPLIES AND EQUIPMENT (APP-CSE)**

**TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Division Personnel
All Others Concerned**

1. Relative to the conduct of the orientation on the procurement process last June 7, 2024 and the submission of the 2025 APP-CSE FORM to PS-DBM via the modernized PhilGEPS (mPhilGEPS), the Bids and Awards Committee through its BAC secretariat hereby informs all functional divisions to prepare and submit the soft copies of the 2025 PPMP to the supply office on or before July 1, 2024, c/o Ms. Jeanette Sotto Lagunzad.
2. In addition, all designated focal persons of the 3 functional divisions shall ensure its submission, by that, the Supply Office will be able to consolidate, prepare and submit the 2025 APP-CSE before the deadline set on July 31, 2024.
3. For information of guidance and compliance with this Memorandum is desired.

Sherlita A. Palma

SHERLITA A. PALMA EdD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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