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Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

JUN 24 2025

DIVISION MEMORANDUMNo. 368, s. 2025**TECHNICAL ASSISTANCE IN THE CRAFTING OF
THE APP-CSE FOR CY 2026**

To: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Administrative Officer II
All Others Concerned

1. In line with the annual preparation of the **Annual Procurement Plan - Common-Use Supplies and Equipment (APP-CSE) for Calendar Year 2026**, the Division Supply Office will be conducting a **Technical Assistance (TA)** activity aimed at guiding schools in the accurate and efficient consolidation of their CSE requirements.
2. The activity will be held on **July 14-15, 2025**, at the **Division Conference Room**, and will involve all ten (10) districts, organized into **four (4) clusters** to ensure focused assistance and manageable groupings.
3. The objectives of this technical assistance are as follows:
 - a. Ensure proper identification and forecasting of CSE needs for CY 2026
 - b. Standardize the use of templates and compliance with GPPB and COA guidelines.
 - c. Address recurring issues and discrepancies in past APP-CSE submissions.
4. Participants are expected to bring:
 - a. Soft and hard copies of their previous APP-CSE submissions.
 - b. Laptop for encoding purposes.
5. Wide dissemination of this memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent



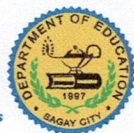
Enclosure : 1
Reference :
Allotment : N/A
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To be indicate in the **Perpetual Index** under the following subjects:

INVENTORY

PROPERTY MANAGEMENT

MONITORING



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Enclosure 1

Activity Schedule

| Cluster | Date | Time |
|------------------|---------------|--------------------|
| District 1, 2, 3 | July 14, 2025 | 8:30 am to 11:30am |
| District 4, 5, 6 | July 14, 2025 | 1:30pm to 4:30pm |
| District 7 & 8 | July 15, 2025 | 8:30am to 11:30am |
| District 9 & 10 | July 15, 2025 | 1:30pm to 4:30pm |