



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

JUN 26 2025


DIVISION MEMORANDUM

No. 378, s. 2025

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
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 shall conduct a **Technical Workshop** on **July 14-15, 2025**, at the **Division Conference Room**, to guide and support schools in the crafting of their respective APP-CSE submissions.
2. The objectives of this activity 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.
3. Participants shall be **Administrative Officer II** personnel or designated **School Property Custodians** and are expected to bring the following:
 - a. Soft and hard copies of their previous APP-CSE submissions.
 - b. Laptop for encoding purposes.
4. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.
5. Wide dissemination of this Memorandum is desired.


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



Enclosure : 1
Reference :
Allotment : N/A
No. of Pages : 2

To be indicate in the **Perpetual Index** under the following subjects:

PROPERTY MANAGEMENT

MONITORING

TECHNICAL ASSISTANCE



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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