



Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**

RR Road, Cristobal Street, Paco, Manila, Philippines 1007  
Trunk line: 689-7750 Direct line: 563-9365 & 563-9395



November 04, 2016

To : Heads of Departments/Agencies/State Universities and Colleges (SUCs)  
and other Offices of the National Government including DepEd Primary  
and Secondary Schools; Government –Owned or Controlled Corporations  
(GOCCs); Local Government Units (LGUs); and All Others Concerned

From : The Executive Director, Procurement Service

Re : Submission of 2017 Annual Procurement Plan

Consistent with Circular Letter No 2016-09 issued by the Department of Budget and Management dated October 27, 2016, you are herewith advised to submit an Annual Procurement Plan-Common-Use Supplies (APP-CUS) for 2017 in the prescribed format, downloadable at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph). Deadline for submission is on **November 30, 2016** in the following mechanics:

Hard copies of the APP-CUS-2017 shall be directly submitted to:

- To the DBM Central Office, for entities at the Central Office.
- DBM-RO, for agencies and offices in the regions under the jurisdiction and /or geographical area covered by the DBM-RO.

In contrast, soft copies (excel file) shall be forwarded via email as hereunder indicated:

- [ps.app.nga@gmail.com](mailto:ps.app.nga@gmail.com) -for CO and RO of all national government agencies
- [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com) -for main and other campuses of all SUCs
- [ps.app.deped@gmail.com](mailto:ps.app.deped@gmail.com) - for primary and secondary schools
- [ps.app.gocc@gmail.com](mailto:ps.app.gocc@gmail.com) -for all central and regional offices of GOCCs and GFIs
- [ps.app.lgu@gmail.com](mailto:ps.app.lgu@gmail.com) -for provinces, municipalities, cities and barangays

The APPs facilitate the maintenance of appropriate inventory levels in the PS warehouses where agencies are mandated to source their supplies requirements such that non-submission thereof tends to alter the service level that we wish to attain.

Should you need assistance, please direct your inquiries to the Corporate Planning and Business Development Division at telephone nos (02) 561-6116 or (02) 689-7750 loc 4021.

Thank you for your support!

  
**BINGLE GUTIERREZ**  
Executive Director V