FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT
THE ANNUAL PROCUREMENT PLAN – CSE

GENERAL INFORMATION

What is the Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE)?

APP-CSE is an annually submitted requirement of an Agency for common-use supplies and equipment (CSE) approved by the Head of the Procuring Entity (HOPE) or his/her duly authorized representative.

What is the APP-CSE Form?

The APP-CSE Form contains the CSE carried by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies.

Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE Form shall serve as the Agency's annual procurement request for all its CSE requirements.

Only agencies with uploaded APP-CSE on the Virtual Store (VS) will be able to purchase CSE from the PS-DBM.

What is the legal basis for the submission of APP-CSE?

The submission of APP-CSE is in compliance with Administrative Order No. 25, s. 2011, issued by the Inter Agency Task Force on the Harmonization of the National Government Performance Monitoring, Information and Reporting Systems. A Memorandum Circular issued annually by the DBM also indicates that it is among the Agency accountabilities in the Guidelines on the Grant of the Performance-based Bonus (PBB) per Fiscal Year.

How do we submit the APP-CSE Form?

The submission of APP-CSE is accomplished by uploading the approved file on the Virtual Store (VS). Please note that hardcopy via manual submission or softcopy via email are not valid.

To guide you in the uploading of APP-CSE via the VS, please visit this link: https://tinyurl.com/UploadAPPCSEviaVS.

Where can we get the template to be used for submission of APP-CSE?

The APP-CSE template can be downloaded from the Virtual Store or from "Forms" under the PS-DBM website Downloads tab*.*

Do we need to have the APP-CSE approved?

Yes, for check and balance and accountability. The supervisor, department/division head, or any authorized personnel should review and approve the APP-CSE to be submitted.

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What are the supported file formats of the APP-CSE Form?

Any file formatted to .pdf, .doc, .docx, .xls, .xlsx, .jpg. Multiple files are allowed provided that each file should not exceed five (5) megabytes (mb).

What is the process for submission of APP-CSE supplemental?

Any amendments to the uploaded APP-CSE can only be made by uploading APP-CSE Supplemental through the Virtual Store's "EDIT" facility. All changes must remain consistent with the Agency's duly approved yearly budget.

ROLES IN UPLOADING APP-CSE ON THE VIRTUAL STORE

Who is the Agency Coordinator?

A person designated by the Agency to be in charge of maintaining and updating the organization's information in the system, as well as having access to the following Buyer Coordinator users roles:

- Register Additional User Account/s
- Deactivate User Account/s
- Reset Password
- Activate Key Pair
- Update Sub-User/s Profile (i.e. Email Address)
- Customize Access Level (for sub-user/s only)
- Blacklist a merchant

Who is the APP-CSE Uploader?

A person authorized by the Agency to be in charge of uploading the APP-CSE and editing the details of the APP-CSE in the mPhilGEPS.

Who is the APP-CSE Approver?

A person authorized by the Agency in charge of approving the APP-CSE uploaded on the Virtual Store. The APP-CSE Approver is also responsible for uploading the signed copy of the APP-CSE.

CONTACT INFORMATION

How can we contact PS-DBM for questions and clarifications?

As we work on establishing a new line for telephone numbers, government agencies can contact the following:

PS-DBM Main
appcse.helpdesk@ps-philgeps.gov.ph | 0918 395 4426 / 0927 847 8245

PS-DBM Depots
psdepot.appcse@ps-philgeps.gov.ph

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