



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

CIRCULAR <No.>-2018

<Date><Month><Year>

TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units

SUBJECT : Submission of the Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) for FY 2019

1.0 Purpose

This Circular is issued to reiterate compliance of the submission of procuring entity's Annual Procurement Plan (APP) for Common-use Supplies and Equipment (CSE) to the DBM-Procurement Service.

2.0 Coverage

All Departments, Bureaus, Offices and Agencies of the National Government, including State Universities and Colleges, Government-Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units.

3.0 Submission of APP-CSE

3.1 Section 6.4(e) of Memorandum Circular No. 2018-1 dated 28 May 2018 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems requires the submission of FY 2019 APP-CSE to the DBM-Procurement Service on or before **31 August 2018**.

3.2 The approved APP-CSE should be submitted to the DBM-Procurement Service in either printed or electronic copy.

3.2.1 In the case of submission of printed copy, the printed APP-CSE should be submitted together with a spreadsheet electronic file in either USB thumb drive or CD at DBM-Procurement Service, RR Road, Cristobal St., Paco, Manila 1007.

3.2.2 In the case of submission of electronic copy, the APP-CSE should be signed and scanned into a PDF format and sent together with the spreadsheet format using the

following online facility in the DBM-PS website:
<https://goo.gl/forms/RIs7qeHuRTwObXXY2>.

3.3 The APP-CSE will be considered invalid if the form used is not in accordance with the prescribed format which is downloadable from www.ps-philgeps.gov.ph/home/index.php/downloads and submitted unsigned by the required agency officials.

3.3.1 For guidance on the proper accomplishment of the APP-CSE template format, agencies may refer to the following link:
<https://goo.gl/forms/RIs7qeHuRTwObXXY2>.

3.4 Considering the mandatory nature of the submission of the APP-CSE, failure to comply therewith may be a ground for the imposition of the administrative penalty for simple neglect of duty against the accountable officials.

4.0 APP-CSE as Reference Document by DBM-Procurement Service

4.1 Starting **January 2019**, the DBM-Procurement Service will be using the APP-CSE as the reference document for purchases of CSEs and will no longer require the submission of an Agency Procurement Request (APR).

4.2 DBM-Procurement Service will prioritize agencies with APP-CSE in scheduling monthly deliveries and processing purchases on pick-up basis in accordance with the quantities indicated in their respective APP-CSE.

4.3 Procurement requests of agencies without APP-CSE will be attended to depending on the availability of the items being requested after the requirements of agencies with APP-CSE have been fulfilled.

5.0 APP-CSE as a Good Governance Condition in the Grant of Performance Based Bonus (PBB)

5.1 Memorandum 2017-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (A.O. 25), the submission of APP-CSE to the DBM-PS is a good governance condition to support the government's thrust for transparency, accountability and people-focused public service.

6.0 This Circular shall take effect immediately.

7.0 For guidance and compliance.


BENJAMIN E. DIOKNO
Secretary

