

Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Sorsogon

PROCUREMENT SERVICE -DBM
REGIONAL DEPOT V
RECEIVED
[Signature] 11-29-17

November 29, 2017

The Regional Director
DBM Regional Office V
Rawis, Legazpi City

Madam:

I have the honor to submit herewith the 2018 APP-CSE this Office.

Thank you.

Very truly yours,

[Signature]
ALBERT C. PEREZ
A.O. V

Noted:

[Signature]
LOIDA M. NIDEA, CESO V
Schools Division Superintendent

**ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment**

PROCUREMENT SERVICE -DBM
REGIONAL DEPOT V

RECEIVED

[Signature] DATE 11-29-17

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on the purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office: DepED Schools Division Office of Sorsogon
 Region: V (Bikol)
 Address: Capitol Compound Sorsogon City

Agency Account Code: FR050000000250

Contact Person: ALBERT C. PEREZ
 Position: Administrative Officer IV
 E-mail: lolekp@yahoo.com
 Telephone/Mobile Nos: 9172042880

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	36	0	0	36	29	5	0	34	28	5	2	35	25	5	0	30	135	20.28	2,737.80	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	17	0	2	19	13	5	2	20	11	5	4	20	8	5	2	15	74	19.20	1,420.68	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	2		2	4	2		2	4	2		2	4	2		2	4	16	40.97	655.45	