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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

CTEL No. 2026-08-3887P

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Division Memorandum

No. 388 s. 2026

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Unit Heads
All Others Concerned

FROM: **MARIA-MAGNOLIA F. BRIOSO**
Schools Division Superintendent

SUBJECT: **SUBMISSION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND ACCOMPLISHMENT OF ANNUAL PROCUREMENT PLAN-COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FOR CALENDAR YEAR 2027**

DATE: August 5, 2026

1. In compliance with PS-DBM Advisory 2026-13 re: **Submission of the Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE) 2027 Form**, all functional division/ units are enjoined to accomplish the PPMP not later than **August 17, 2026** through the link to be provided later by the Supply Office to facilitate the consolidation for APP-CSE 2027.
2. Agencies shall regularly prepare Budget Execution Documents (BED4) -APP-CSE for the monthly procurement in terms of quantity and cash requirements.
3. Consistent with the government fiscal discipline measures, only those considered necessary shall be included in the PPMP.
4. The prompt submission of APP-CSE to the PS-DBM is a good governance condition to support the government's thrust for transparency, accountability, and people-focused public service.
5. Finalized APP-CSE 2027 will be submitted exclusively through the modernized Philippine Government Electronic Procurement System (mPhilGEPS) **on or before August 31, 2026**. Status of agency compliance and submission of BED 4 shall be posted in the Procurement Service website www.ps.philgeps.gov.ph.
6. Attached herewith is the allocation per functional division/unit for common-use supplies and equipment. Non-compliance or late encoding on the link provided will result in the exclusion of your needed CSE in FY 2027.
7. For information, immediate dissemination, and strict compliance.

Department of Education
Region V (Bicol)
SCHOOLS DIVISION OFFICE OF IRIGA CITY
Iriga City

Annex B

FY 2026 GENERAL APPROPRIATION ACT (GAA)	6,402,000.00
Add: Estimated 3% incremental cost	198,000.00
TOTAL PROJECTED ALLOCATION IN FY 2027	6,600,000.00
Less: APP- Commonly-Use Supplies & Equipment	397,500.00
ALLOCATION FOR NON-CSE	6,202,500.00

TENTATIVE WORK AND FINANCIAL PLAN (NON-CSE)

FOR PLANNING & BUDGETING

EXPENSES	PARTICULARS	MONTHLY	ANNUALLY	TOTAL
TRAVEL			700,000.00	700,000.00
TRAINING			500,000.00	500,000.00
SUPPLIES AND MATERIALS				-
ACCOUNTABLE FORM EXPENSES			9,000.00	9,000.00
FUEL, OIL AND LUBRICANTS	2 VEHICLE		200,000.00	200,000.00
	GENSET/GRASSCUTTER			-
UTILITY EXPENSES (NEW BLDG)				-
WATER	NEW BLDG	30,000.00	360,000.00	360,000.00
ELECTRICITY	NEW BLDG	150,000.00	1,800,000.00	1,800,000.00
COMMUNICATION				-
POSTAGE AND COURIER			5,000.00	5,000.00
MOBILE			-	-
SDS		2,500.00	30,000.00	30,000.00
ASDS		2,000.00	24,000.00	24,000.00
CID Chief		2,000.00	24,000.00	24,000.00
SGOD Chief		2,000.00	24,000.00	24,000.00
EPS	800 EACH (11 EPS)	8,800.00	105,600.00	105,600.00
OTHERS		10,000.00	120,000.00	120,000.00
INTERNET				-
STARLINK	8000 X 1 CONNECTION	8,000.00	96,000.00	96,000.00
PLDT	3000 X 2 CONNECTION	6,000.00	72,000.00	72,000.00
GENERAL SERVICES				-
OTHER GENERAL SERVICES	2PERSONNEL	20,900.00	250,800.00	250,800.00
SECURITY	25,000 FOR 2SG	50,000.00	600,000.00	600,000.00
REPAIRS AND MAINTENANCE				-
REPAIR & MAINTENANCE-BUILDING & OTHER STRUCTURE			50,000.00	50,000.00
REPAIR & MAINTENANCE-MACHINERY & EQUIPMENT			50,000.00	50,000.00
REPAIR & MAINTENANCE-TRANSPORTATION EQUIPMENT				-
REPAIR & MAINTENANCE-MOTOR VEHICLE			250,000.00	250,000.00
TAXES, INSURANCE PREMIUM & OTHER FEES				-
FIDELITY BOND PREMIUM				-
SDS	22,500.00		22,500.00	22,500.00
ASDS	22,500.00		22,500.00	22,500.00
CASHIER	7,500.00		7,500.00	7,500.00
SUPPLY	12,750.00		12,750.00	12,750.00
INSURANCE EXPENSES				-
Van			12,000.00	12,000.00
Pick-up			10,600.00	10,600.00
REPRESENTATION				-
RANKING OF APPLICANTS			50,000.00	50,000.00
GAD			300,000.00	300,000.00
TEACHERS DAY			200,000.00	200,000.00
PRAISE			100,000.00	100,000.00
OTHER MOOE-				-
LIVING QUARTERS		3,500.00	42,000.00	42,000.00
OTHERS MAINTENANCE & OTHER OPERATING EXPENSES				152,250.00
SUB-TOTAL (NON-CSE)				6,202,500.00
SUB-TOTAL (CSE)				397,500.00
PROJECTED EXPENSES FOR FY 2027				6,600,000.00

Prepared by:

Recommending Approval:

Approved:

LOURDES B. AZCARRAGA
Admin. Officer V (Finance)

MAYLANI L. GALICIA
Asst. Schools Division Superintendent

MARIA-MAGNOLIA F. BRIOSO
OIC-S OIC-Schools Division Superintendent

Department of Education
Region V (Bicol)
SCHOOLS DIVISION OFFICE OF IRIGA CITY
Iriga City

ALLOCATION OF COMMONLY USED SUPPLIES & EQUIPMENT
For Fiscal Year 2027

FUNCTIONAL DIVISION/UNIT	AMOUNT	REMARKS
CID	20,000.00	With issued PSF (Sub-AROs)
SGOD	20,000.00	With issued PSF (Sub-AROs)
OSDS	-	
SDS OFFICE	30,000.00	
ASDS OFFICE	25,000.00	
ACCOUNTING	20,000.00	
ADMIN	50,000.00	
ADMIN (COMMON SUPPLIES TO ALL OFFICES)	150,000.00	Continuous forms, cleaning materials, etc.
BUDGET	15,000.00	
CASHIER	10,000.00	
ICT	7,500.00	With issued PSF (Sub-AROs)
LEGAL	10,000.00	
PROCUREMENT	10,000.00	
RECORDS	10,000.00	
SUPPLY	10,000.00	
COA	10,000.00	
ALLOCATION PER FUNCTIONAL DIV/UNIT	397,500.00	

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LOURDES B. AZCARRAGA
Admin. Officer V (Finance)


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Asst. Schools Division Superintendent


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