



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

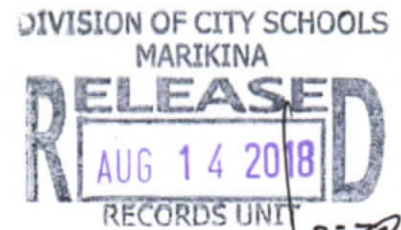
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August 13, 2018

MEMORANDUM TO:

**Chief, CID and SGOD
Elementary and Secondary School Heads/Officers-In-Charge
Public Schools Only**



SUBJECT: Submission of Revised APP 2018 and APP CSE for 2019

The field is hereby informed of the deadline of submission of the following on or before **August 15, 2018** at the Supply and Property Unit. This is necessary for the quick and smooth processing of purchase order of your respective schools for the next semester of CY 2018:

1. **Revised APP for 2018**

Checklist:

- Approved 2018 APP (Old)
- Summary of Actual Expenditures
- Revised 2018 APP
 - a. APP CSE
 - b. APP Regular
 - c. Summary of APP
 - ❖ PPMP should also be included/submitted

2. **APP CSE for FY 2019**, form of which is attached hereto.

Failure to submit the revised APP for CY 2018 on the said date shall mean that the previously approved APPP will be in effect.

For immediate and strict compliance.


SHERYLL T. GAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent