July 30, 2019

MEMORANDUM TO:
OIC-Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads/Officers-In-Charge
Schools Property Castodian
Public Schools Only

SUBMISSION OF ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) for 2020

The field is hereby informed that the submission of **APP CSE for 2020** is on or before **August 15, 2020** at the Supply and Property Unit, sample form, procedure and user guide of which is attached hereto.

For immediate and strict compliance.

For:

**JOEL T. TORRECAMPO**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By:

**ELISA O. CERVEZA**
Chief Education Supervisor, CID
Officer-In-Charge
Office of the Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakalikasan at Makabansa
NOTICE TO ALL GOVERNMENT AGENCIES:
SUBMISSION OF APP-CSE FOR 2019

NOTICE TO ALL GOVERNMENT AGENCIES: SUBMISSION OF APP-CSE FOR 2019

All government agencies are advised to submit their Annual Procurement Plan – Common-Use Supplies and Equipment (APP-CSE) for 2019. Deadline of submission is on 31 August 2018.

The form (Annual Procurement Plan) may be downloaded at the Downloads page of the PS-PhilGEPS website (www.ps-philgeps.gov.ph (http://www.ps-philgeps.gov.ph), then click PS logo) and agencies must follow instructions on how to accomplish and submit the form.

Submission of FY 2019 APP-CSE is a requirement for the grant of the 2018 Performance Based Bonus (PBB), as stated in the Memorandum Circular No. 2018-1 issued by the AO25 Secretariat on 28 May 2018. It should also be posted in the agency Transparency Seal page not later than 31 August 2018.

Should you need further assistance, please contact the Marketing and Sales Division at telephone numbers (02) 689-7750 local 4019 and look for Ms. Evelyn I. Torres and/or Ms. Anna Liz C. Bona.

PROCEDURE ON HOW TO SUBMIT APP-CSE 2019


2. Click APP-CSE 2019 icon on the home page.

4. Fill out the form and accomplish two (2) copies (a) PDF Format or scanned signed copy; and (b) Excel Format or editable file. (See Also: User Guide: How to Enable Macro (home/images/Downloads/APP-User-Guide_How-to-Enable-Macro.pdf))

5. Name your APP file using this format: APPCSE2019_Name of Agency_Main or Region (e.g. APPCSE2019_DBM_Main).

6. Submit the PDF format (scanned signed copy) and excel format by accessing the online submission form using this link: https://goo.gl/forms/Rls7geHuRTwObXXY2 (https://goo.gl/forms/Rls7geHuRTwObXXY2) (best viewed in Google Chrome browser). Ensure that you sign in using your Gmail account.

7. A confirmation email will be sent to your registered email as proof that you successfully submitted your APP-CSE 2019.
INTRODUCTION:

This is a guide in using the Annual Procurement Plan (APP) application. This application will automatically create an APP and ensures ease and efficiency in getting around the basic functions and features of the application.

SYSTEM REQUIREMENTS:

The APP application is a macro programming in MS Excel that will work in any computer that has MS Excel 2003 and more recent versions.

LIMITATIONS:

The application is not compatible with any machine that has a MAC Operating System.

INSTALLING THE PROGRAM

1. Download the excel file named (APPForm.xls) and open the file. 
   Note: To download the file, go to http://www.ps-philgeps.gov.ph, click the APP form link in the Downloads menu.

2. Enable the macros in excel.
   Option A: If the Microsoft Office Security Alert appear

   a.1. Click the Options button when you see the Security Warning Alert. (See Figure A.1)

   ![Security Warning Alert](Figure A.1)

   a.2. Select the option: Enable this content. This option will allow macros to run within the current spreadsheet.

   ![Enable Content Option](Figure A.2)
b.4. In the new window that appears, choose **Macro Settings** from the sidebar and select **Enable all macros (not recommended; potentially dangerous code can run)** and check the **Trust access to the VBA project object model.** Click **OK** to exit the **Trust Center.** (See Figure B.3)
a.3. Click Open the Trust Center link. In the new window that appears, choose Macro Settings from the sidebar and select Enable all macros (not recommended; potentially dangerous code can run) and check the Trust access to the VBA project object model. Click OK to exit the Trust Center. (See Figure A.3)

(Figure A.4)

a.4. Click the Ok button in the Microsoft Office Security Alert Option to save the changes.

Option B: If no alert is displayed, manually enable the macros.

b.1. Click the Microsoft Office Button . The Microsoft Office button is located in the upper left corner of the screen.

b.2. Click the Excel Options button, located at the bottom of this menu. (See Figure B.1)

(Figure B.1)

b.3. Click the Trust Center tab on the left side of the screen then click the Trust Center Settings button, located on the bottom-right of the screen. (See Figure B.2)