

## **SUBMISSION OF THE 2024 APP-CSE TO THE PS-DBM**

The Procurement Service - Department of Budget and Management (PS-DBM) advises all government agencies to submit their FY 2024 Annual Procurement Plan - Common-use Supplies and Equipment (APP-CSE) to PS-DBM via the Virtual Store (VS) facility.

The deadline for submission is on **31 July 2023**.

Submission of the FY 2024 APP-CSE is exclusively through the PS-DBM Virtual Store under the Modernized PhilGEPS (MPhilGEPS) system. PS-DBM **will not accept** hard copies and submissions via email.

### **IMPORTANT NOTES ON THE UPLOADING OF 2024 APP-CSE:**

1. Agency should have an active Virtual Store (VS) Account under the MPhilGEPS system to be able to upload the 2024 APP-CSE.
2. For agencies not yet registered to the VS, please contact the PS-DBM Virtual Store Team at [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph) or you may call 0918-2954426.
3. For detailed procedures on how to upload the FY 2024 APP-CSE, please visit the PS-DBM website at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph).
4. Agencies may also watch the online video tutorial on uploading the APP-CSE on YouTube.
5. PS-DBM will publish the list of agencies that have successfully submitted their 2024 APP-CSE on the PS-DBM website. The list shall be updated regularly.

*Note:*

*The submission of APP-CSE is in compliance with **Memorandum Circular No. 2023-01** issued by the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information Systems (Administrative Order No 25 s. 2011).*