

**SUBMISSION OF THE FY 2025 ANNUAL PROCUREMENT PLAN-
COMMON USE SUPPLIES AND EQUIPMENT (APP-CSE) TO THE PS-DBM**

The Procurement Service - Department of Budget and Management (PS-DBM) advises all government agencies to submit their accomplished FY 2024 Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) by uploading the approved excel file in the Modernized PhilGEPS (MPhilGEPS) through the APP-CSE Module. Consistent with the DBM Circular Letter No. 2018-10,¹ the APP-CSE serves as the Agency's annual procurement request for all its CSE requirements.

The deadline for submission is on **16 September 2024**.

Submission of FY 2025 APP-CSE is exclusively through the MPhilGEPS system;

PS-DBM will not accept hard copies and submissions via email.

IMPORTANT NOTES ON THE UPLOADING OF THE APP-CSE:

1. Agency should have an active Virtual Store (VS) Account to be able to upload the 2025 APP-CSE.
2. For agencies who are not yet registered to the VS, please contact the PS-DBM Virtual Store Team at appcse.helpdesk@ps-philgeps.gov.ph for registration details.
3. For the detailed procedures on how to upload the FY 2025 APP-CSE, please visit the PS-DBM website at 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 in the website the list of agencies that have successfully submitted of the 2025 APP-CSE. Said list will be updated regularly.

-Nothing follows-

¹ [Additional Guidelines for the Preparation of the Annual Budget Execution Plans Covering the FY 2019 Budget](#) dated 8 November 2018