



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
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Contact No.: 928-8624

JULY 30, 2021

MEMORANDUM

No. 2021-07-41

FOR : ALL DIVISION HEADS, SECTION HEADS and UNIT HEADS

FROM : VIVENCIO R. MAMARIL, Ph.D.
Director

**SUBJECT : SUBMISSION OF THE ANNUAL PROCUREMENT PLAN -
COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) for the
FISCAL YEAR 2022**

DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the Agency Procurement Request (APR) for all its Common Supplies and Equipment requirements. In connection to this, PS-DBM advises all government agencies to submit their 2022 Annual Procurement Plan - Common-use Supplies and Equipment (APP-CSE) on or before August 31, 2021.

In view of the above, all end-user units are directed **to submit to the Property and Supply Unit their respective Annual Procurement Plan - Common-use Supplies and Equipment for their different Programs, Activities, and Projects (PAPs) for the year 2022 on or before August 16, 2021** using the prescribed format/template. For this purpose, the APP-CSE shall include supplies, and equipment available to Procurement Service. The APPs shall then be evaluated by the Budget Unit and, if warranted, it will be included in the DA-BAR budget proposal for approval by the Head of the Procuring Entity.

For your compliance.



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with empowered and prosperous farmers and fisherfolk*

