



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 20, 2026

OFFICE MEMORANDUM
AD-PU-2026- **355**

**SUBMISSION OF THE 2027 COMMON-USE SUPPLIES AND
EQUIPMENT (CSE) REQUIREMENTS**

To: Director III
Functional Division Chiefs
Regional Property Custodians
All Others Concerned

1. In preparation for the consolidation and submission of the Calendar Year (CY) 2027 Common-Use Supplies and Equipment (CSE) Requirements to the Department of Budget and Management (DBM) and the encoding of the same in the Common-Use Supplies and Equipment Procurement Management Information System (CSE PMIS), all Functional Divisions, Sections, and Units of the Department of Education Regional Office VIII are hereby requested to submit their respective CY 2027 CSE requirements.
2. Each Functional Division, Section, and Unit shall prepare and submit a duly accomplished 2027 CSE Requirements indicating the estimated quantities of common-use supplies and equipment needed for the entire calendar year.
3. The submitted requirements shall serve as the basis for the Regional Office's consolidated CSE submission to DBM and the preparation of the Annual Procurement Plan (APP) for CY 2027.
4. All accomplished CSE Requirements Forms shall be submitted to the Asset Management Section (AMS), Administrative Division, on or before August 10, 2026, to allow sufficient time for review, consolidation, and timely encoding. The 2027 CSE Requirement Form will be forwarded to the g-mail addresses of your respective Procurement Focal Person through google share by Mr. Andrey Gay Calipayan.
5. Immediate dissemination of and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EDD, CESO III
Regional Director

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Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@depd.gov.ph
Website: region8.depd.gov.ph

