

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM 25 August 2021 and 26 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all CSE requirements. Only agencies with a valid APP-CSE in the system (as of 31 August 2025) are allowed to submit a Supplemental APP-CSE on their mpilphgfs account. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

- Instructions:**
- The APP-CSE form must be accompanied using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mpilphgfs and Downloads page of PS-DBM website (www.ps-dbm.gov.ph).
 - All information must be provided accurately.
 - Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-dbm.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photos of the items.
 - For items not included on the list of PART II, a separate form with the file name APP-CSE 2026 Form - Other Items, can be fill-out through this link: <https://forms.dca.dca.gov.ph/Forms/Download.aspx>
 - Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mpilphgfs account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
 - Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mpilphgfs account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
 - Please be advised that modifications to product codes may be implemented without prior notification. Should such changes occur, it will be necessary for agencies with CSE requirements to edit and submit a Supplemental APP-CSE on their mpilphgfs account.
 - For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0931-2954426 (Smart), or 0962-4252199 (Smart), or email appcse@ps-dbm.gov.ph or visit the PS-DBM website (www.ps-dbm.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2026 must be submitted on or before 31 August 2025.

Department/Bureau/Office: Office of the Section General
 Region: CDR
 Address: 2000 Alibon Road, Alibon, Marikina City
 Main Cell: _____

Agency Code/IDCS: 15007000000
 Organization Type: National Government

Contact Person: _____
 Region: _____
 Email: _____
 Telephone/Mobile No: _____

Genie V. Dalupan
 Administrative Officer V
 Region: CDR
 Email: gdalupan@ps-dbm.gov.ph
 Telephone/Mobile No: 0968-6581100 / 0968-6581101

| Item # Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Unit Price as of May 14, 2025 | Total Amount for the year | | | |
|-----------------------|-----------------|------------------------------|-----|-----|----|----|-------|-----|------|----|----|------|-----|-----------------------------|-------------------------------|---------------------------|------|----|----|
| | | Jan | Feb | Mar | Q1 | Q1 | April | May | June | Q2 | Q2 | July | Aug | | | | Sept | Q3 | Q3 |

| PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOS) | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------|--------------------------|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-------|---|
| 1 | 121051-AL-E04 | ALCOHOL, Ethyl, 500 ml | bottle | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 55.82 | 0 |
| 2 | 121061-AL-E03 | ALCOHOL, Ethyl, 1 Gallon | gallon | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30.45 | 0 |

| PART II. NOT AVAILABLE AT PS-DBM (AGENCY-SPECIFIC) | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|-----------------------------|-------|-----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-----|--------|-----------|
| 3 | 6012141-CI-R01 | CLEANSER, All skin | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33.52 | 0 |
| 4 | 6012141-CI-R02 | CLEANSER, Fragrant | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38.23 | 0 |
| 5 | 6012131-ER-R01 | ERASER, plastic/foam | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9.34 | 0 |
| 6 | 6012131-ER-R01 | ERASER, Foam Fine Tpr, Blue | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27.11 | 0 |
| 7 | 6012131-ER-R02 | ERASER, Foam Fine Tpr, Blue | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27.11 | 0 |
| 8 | 6012131-ER-R03 | ERASER, Foam Fine Tpr, Red | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27.11 | 0 |
| 9 | 6012131-ER-R04 | ERASER, Foam Fine Tpr, Red | piece | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 600 | 27.11 | 16,266.00 |
| 10 | 6012131-ER-R05 | ERASER, Foam Fine Tpr, Blue | piece | 396 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 396 | 30.91 | 12,242.36 |
| 11 | 6012131-ER-R06 | ERASER, Foam Fine Tpr, Red | piece | 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 29 | 896.39 | 25,995.31 |
| 12 | 6012131-ER-R07 | ERASER, Foam Fine Tpr, Blue | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 13 | 6012131-ER-R08 | ERASER, Foam Fine Tpr, Blue | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 14 | 6012131-ER-R09 | ERASER, Foam Fine Tpr, Red | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 15 | 6012131-ER-R10 | ERASER, Foam Fine Tpr, Red | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |

| PART III. NOT AVAILABLE AT PS-DBM (AGENCY-SPECIFIC) | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------|-----------------------------|------|-----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-----|----------|------------|
| 16 | 4512131-ZO-Q02 | DOCKLIGHT CAMERA | unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 17 | 4511609-HH-R01 | MULTIMEDIA PROTECTOR | unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 18 | 2611102-ET-R02 | BATTERY, Dry cell, size AA | pack | 207 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 207 | 4,303.60 | 892,656.72 |
| 19 | 2611102-ET-R01 | BATTERY, Dry cell, size AAA | pack | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 37.20 | 744.00 |

| PART IV. NOT AVAILABLE AT PS-DBM (AGENCY-SPECIFIC) | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|-------------------------|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|------|---|
| 20 | 4713181-AL-R01 | AIR FRESHENER | can | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 21 | 4713181-AL-R01 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 22 | 4713181-AL-R01 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 23 | 4713181-AL-R01 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 24 | 4713181-AL-R01 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 25 | 4713181-AL-R02 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 26 | 4713181-AL-R03 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 27 | 4713181-AL-R04 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 28 | 4713181-AL-R05 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 29 | 4713181-AL-R06 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 30 | 4713181-AL-R07 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 31 | 4713181-AL-R08 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 32 | 4713181-AL-R09 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 33 | 4713181-AL-R10 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 34 | 4713181-AL-R11 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |
| 35 | 4713181-AL-R12 | AIR FRESHENER (Scented) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 |

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOS)

| | | | |
|--|--|--|--------------|
| A. TOTAL | | | 1,500,538.87 |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | 143,663.17 |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | - |
| D. GRAND TOTAL (A + B + C) | | | 1,500,538.87 |
| E. APPROVED BUDGET BY THE AGENCY HEAD | | | |

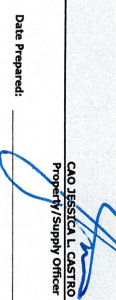
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES

Consistent with Section 4-1 of Circular Letter No. 2011-6 and 2011-9, all agencies and concerned units are required to include in the APP-CSE all supplies, commodities or materials and equipment which are consumed and needed in their day-to-day operations. This shall be one of the bases for the PS-DBM in expanding the Electronic Catalogue to include other products commonly purchased by government entities.

| | | | |
|--|--|--|------------|
| A. TOTAL | | | 143,663.20 |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | 14,366.32 |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | - |
| D. GRAND TOTAL (A + B + C) | | | 157,772.40 |
| E. APPROVED BUDGET BY THE AGENCY HEAD | | | |

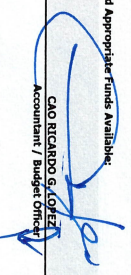
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:


 CAO JESCAL CASTRO
 Property/Supply Officer

Date Prepared:

Certified Funds Available / Certified Appropriate Funds Available:


 CAO RICARDO G. LOPEZ
 Accountant / Budget Officer

Approved by:


 SOLGEN DARLIE MARIE B. BERBERABE
 Head of Office/Agency