



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

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September 30, 2021

**AKMAD J. USMAN, CESO III**  
 Regional Director  
 Department of Budget and Management (DBM) XII  
 Koronadal City

DILG-XII, Regional Office  
 Koronadal City  
**RELEASED**  
 By: *Carlo Ferrero*  
 Date: *9/30/21* Time: *4:21*  
*M2-1265*

Dear **Director Usman**:

*Greetings of Peace!*

We respectfully submit to your good office the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for FY 2022 of the Department of the Interior and Local Government (DILG) Region XII.

Please acknowledge receipt thereof.

Thank you and more power.

Very truly yours,

*JML*

**JOSEPHINE CABRIDO-LEYSA, CESO III**  
 Regional Director



The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, incentives and rewards and administrative assistance to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).

APP-CSE 2022 FORM  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM**

**Introduction:**

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

**Reminders:**

- 1.0 The APP-CSE form must be accomplished 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 Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 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 Virtual Store
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store 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. □
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before **31 August 2021**.

Department/Bureau/Office: <u>DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT</u>	Agency Code/UACS: <u>14 001 0300012</u>	Contact Person: <u>RYAN J. ALAIR</u>
Region: <u>XII</u>	Organization Type: <u>DEPARTMENT / NGA</u>	Position: <u>LGOO II/SUPPLY OFFICER-DESIGNATE</u>
Address: <u>PRIME REGIONAL GOVERNMENT CENTER, BRGY. CARPENTER HILL, KORONADAL CITY, SOUTH COTABATO</u>		E-mail: <u>dilg12supply@gmail.com</u>
		Telephone/Mobile Nos: <u>083-228-6515</u>

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>PESTICIDES OR PEST REPELLENTS</b>																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	100	0	50	150	20,904.00	100	0	50	150	20,904.00	100	0	50	150	20,904.00	100	0	50	150	20,904.00	600.00	139.36	83616.00
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500ml	bottle	150	0	50	200	30,286.00	150	0	50	200	30,286.00	150	0	50	200	30,286.00	150	0	50	200	30,286.00	800.00	151.43	121144.00
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	400	0	0	400	26,624.00	400	0	50	450	29,952.00	400	0	50	450	29,952.00	400	0	50	450	29,952.00	1,750.00	66.56	116480.00
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	200	0	200	400	155,168.00	0	200	0	200	77,584.00	200	0	200	400	155,168.00	0	200	0	200	77,584.00	1,280.00	387.92	465504.00
5	51471901-AL-101	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	0	0	50	50	2,179.00	0	0	50	50	2,179.00	0	0	50	50	2,179.00	0	0	50	50	2,179.00	200.00	43.58	8716.00
6	51471901-AL-102	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	20	0	0	20	9,100.00	20	0	0	20	9,100.00	0	0	0	0	0.00	40.00	455.00	18200.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	207.75	0.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12171703-SI-P01	INK, for stamp pad	bottle	0	0	1	1	31.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	31.52	31.52
<b>FILMS</b>																										
9	13111203-AC-F01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	847.82	0.00
10	13111201-CF-P01	CARBON FILM, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	221.00	0.00
11	13111201-CF-P02	CARBON FILM, legal	box	0	0	2	2	417.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	2	417.04	4.00	208.52	834.08
<b>PAPER MATERIALS AND PRODUCTS</b>																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	2	0	2	167.44	4	0	3	7	586.04	0	4	0	4	334.88	5	0	2	7	586.04	20.00	83.72	1674.40
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	882.55	0.00
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00