

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 (UNSPSC) 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) 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 excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 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 through its mobile numbers 09182954426 or 09278478245, or email apcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: VILLALBA WATER DISTRICT Agency Code/UAUCS: 3.5034E+11 Contact Person: JOY C. GAMBOA

Region: I Address: VILLALBA, PANGASINAN Organization Type: GOCC Position: SR. CASHIER

E-mail: gambolajoyc@gmail.com Telephone/Mobile Nos: 9178059715

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 May 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1			

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	0	0	0	0	0	0	0	0	0	0	16,588.00	16,588.00
----	-----------------	---	------	---	---	---	---	---	---	---	---	---	---	---	---	-----------	-----------

CONSUMER ELECTRONICS

35	52161535-DV-F01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0	0	0	0	0	0	1	7,339.16	7,339.16
----	-----------------	------------------------	------	---	---	---	---	---	---	---	---	---	---	---	----------	----------

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES

52	43211507-DSK002	DESKTOP, for Mid-Range Users	unit	0	1	0	1	0	0	0	0	0	0	0	0	0.00	42,390.40	42,390.40
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,792.40	5,584.80
55	43211503-LAP002	LAPTOP, Lightweight	unit	0	1	0	1	0	0	0	0	0	0	0	0	0.00	46,800.00	46,800.00
56	43211708-MO-001	MOUSE, OPTICAL, USB connection type	unit	0	0	4	4	0	0	0	0	0	0	0	0	0.00	149.76	599.04

PRINTED PUBLICATIONS

153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 91)	book	0	0	3	3	0	0	0	0	0	0	0	0	111.63	111.63
-----	-----------------	---	------	---	---	---	---	---	---	---	---	---	---	---	---	--------	--------

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)																
	HDMI CABLE, 5m	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
	WIFI RANGE EXTENDER, Dual Band 2.4 & 5GHz	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
	USB HUB, 3.0	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES

	DRAWER, mobile, steel, w/ lock, 3 layers, 40(W) x 56.5(D) x 65.5(H) cm	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
	EXECUTIVE / MANAGERIAL CHAIR, w/ swivel, with recline, adjustable height, tilt lock mechanism, framed/cushioned armrest	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
	COMPUTER TABLE, L-shaped computer desk made of tempered glass top and MDF board in durable PVC lamination, 1600x1200x24(H)mm	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
	FILING CABINET, w/ lock, vertical, steel, 4 drawers, 46(W)x56(D)x134(H)cm	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

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 (UNSPSC) 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-phileps.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 stored 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 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.
- 7.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for the guide on how to fill-out the APP-CSE.
- 8.0

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: VILLASIS WATER DISTRICT
Region: I
Address: VILLASIS, PANAGASINAN
Agency Code/UA/CS: 3.5034E+11
Organization Type: GOCC
Contact Person: JOY C. GAMBOA
Position: SR. CASHIER
E-mail: gambocajoy@gmail.com
Telephone/Mobile Nos: 9178059715

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3			
FILING CABINET, with lock, lateral/horizontal, steel, 3 drawers 90(W)x103(D)x45(H)cm	pc	0	0	0	0.00	0	0	0	0.00	1	0	0	1	13,000.00	0	13,000.00
BOOK SHELF, with lock, vertical, steel, 2 doors, 185(H) x 90(W) x 40(D) cm	pc	0	0	0	0.00	0	0	0	0.00	1	0	0	1	12,000.00	2	24,000.00
BOOK SHELF, with lock, vertical, steel, sliding doors, glass, 185(H) x 90(W) x 40(D) cm	pc	0	0	0	0.00	0	0	0	0.00	1	0	0	0	12,000.00	1	12,000.00
AUDIO AND VISUAL PRESENTATION AND COMPOSING EQUIPMENT																
MICROPHONE, wireless, 2 per set	set	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	8,000.00
PORTABLE SOUND SYSTEM, rechargeable, 500W min., w/ 2 wireless mic (AA), w/ remote control, wireless input/connectivity, bluetooth, FM radio, USB port, SD port, LCD status display and equalizer, w/ handle & wheels	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	30,000.00
TELEVISION, Smart/Android, 55/60 in., Ultra HD, supports 3.0 USB min., HDMI, wireless connection to devices	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	30,000.00
PHOTOGRAPHIC OR FILMING OR VIDEO EQUIPMENT																
CAMERA, digital SLR, 24 MP, 1920 x 1080p resolution, 1 GB storage capacity, can support min. of 128 GB memory card, w/ rechargeable battery with 1500 mAh min. capacity, HDMI, with accessories (battery charger, power cord, shoulder strap, body cap, bag)	unit	0	0	0	0.00	1	0	0	35,000.00	0	0	0	0	0.00	1	35,000.00
COMMON ICT EQUIPMENT																
PRINTER, Injet, w/ print, copy, scan & fax function, colored, 33ppm, paper sizes compatible for print/copy/scan/fax: A4, 8.5x11, 8.5x13, 8.5x14, wireless capable	unit	0	0	0	0.00	0	0	0	0.00	1	0	0	1	18,000.00	2	36,000.00
SCANNER, fast, colored, double-sided feeder type, supports USB 3.0, WiFi, compatible for print/copy/scan/fax: A4, 8.5x11, 8.5x13, 8.5x14	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	18,000.00
AUTOMOTIVE SUPPLIES & ACCESSORIES																
AIR FILTER	pc	0	2	0	2	0	0	0	0.00	0	2	0	2	1,700.00	4	850.00
CABIN FILTER	pc	0	2	0	2	0	0	0	0.00	0	2	0	2	1,700.00	4	850.00
ENGINE OIL, 1 L	bottle	0	18	0	18	0	0	0	0.00	0	18	0	18	10,800.00	36	600.00
FUEL FILTER	pc	0	2	0	2	0	0	0	0.00	0	2	0	2	1,700.00	4	850.00
MOTOR BATTERY, 35MF	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	7,000.00

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 (UNSPSC) 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-phileps.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 Procurex/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 excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 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 through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: VILLASIS WATER DISTRICT Region: 1 Agency Code/UKCS: 35034E-11 Contact Person: JOY C. GAMBOA

Address: VILLASIS, PANASINAN Organization Type: GOCC Position: SR. CASHIER

E-mail: gambaojoyc@gmail.com Telephone/Mobile Nos: 9178059715

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 29 July 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Avg	Sept	Q3			
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount			
OIL FILTER	pc	0	2	0	2	0	0	0	0	0	2	0	2	4	850.00	3,400.00
TIRE, 205 x 15 rim	pc	0	0	0	0	0	0	0	0	0	0	0	0	4	5,000.00	20,000.00
Car Tint for Nissan Urvan	unit	0	1	0	1	0	0	0	0	0	0	0	0	1	7,000.00	7,000.00
Car Fragrance Scent Spill Proof Car Air Purifier	pc	0	4	0	4	0	0	0	0	0	4	0	4	8	250.00	2,000.00
Car and home Cleaning Towel Orig	pc	0	4	0	4	0	0	0	0	0	4	0	4	8	50.00	400.00
Chamois Synthetic Cleaning Cloth	pc	0	4	0	4	0	0	0	0	0	4	0	4	8	150.00	1,200.00
OTHER CATEGORIES					0				0				0	0		0.00
TABLE GLASS SIGN, big, for heads, 18.5x3x4	pc	0	0	0	0	0	0	0	0	5	0	0	5	5	3,500.00	17,500.00
TABLE GLASS SIGN, small, for office of BODs, 12x3x4	pc	0	0	0	0	0	0	0	0	7	0	0	7	7	1,500.00	10,500.00
WALL CLOCK, standard	pc	0	0	0	0	0	0	0	0	1	0	0	1	1	2,000.00	2,000.00
DIGITAL WALL CLOCK, w/ calendar, LED	pc	0	0	0	0	0	0	0	0	1	0	0	1	1	3,000.00	3,000.00
WIRELESS TELEPHONE, w/ speaker function	unit	0	0	0	0	0	0	0	0	1	0	0	1	1	2,000.00	2,000.00
OTHER CATEGORIES					0				0				0	0	85.00	0.00
ASSORTED KITCHEN UTENSILS	lot	0	0	0	0	0	0	0	0	1	0	0	1	1	5,000.00	5,000.00
DINING SET	set	0	0	0	0	0	0	0	0	1	0	0	1	1	10,000.00	10,000.00
PLATES, BOWLS, SAUCERS	lot	0	0	0	0	0	0	0	0	1	0	0	1	1	3,000.00	3,000.00
POTS & PANS	lot	0	0	0	0	0	0	0	0	1	0	0	1	1	5,000.00	5,000.00
GLASS & CUPS	lot	0	0	0	0	0	0	0	0	1	0	0	1	1	3,000.00	3,000.00
Electric Stove, Double	pc	0	0	0	0	0	0	0	0	1	0	0	1	1	5,000.00	5,000.00
MICROWAVE, 20L	unit	0	0	0	0	0	0	0	0	1	0	0	1	1	6,000.00	6,000.00
OVEN TOASTER, 23L, 3in1	unit	0	0	0	0	0	0	0	0	1	0	0	1	1	4,000.00	4,000.00
PRESSURE COOKER	pc	0	0	0	0	0	0	0	0	1	0	0	1	1	2,000.00	2,000.00

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 (UNSPSC) 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-phileps.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 the 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 stated 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 excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 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 through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2022 must be submitted on or before 30 September 2022.

Department/Bureau/Office: VILLASIS WATER DISTRICT Agency Code/DAACS: 3.5034E-11 Contact Person: JOY C. GAMBOA
Region: 1 Organization Type: GOCC Position: SR. CASHIER
Address: VILLASIS, PANGASINAN E-mail: gambosajoyc@gmail.com
Telephone/Mobile Nos: 9178059715

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue (as of 28 July 2022)	Total Amount for the Year
		Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3			
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount			
RICE COOKER, 2.5L	unit	0	0	0	0	0	0	0	0	1	0	0	1	2,000.00	2,000.00	2,000.00
WATER DISPENSER, Bottom Load Hot and Cold	unit	0	0	0	0	0	0	0	0	1	0	0	1	13,000.00	13,000.00	13,000.00
SERVING TRAY	pc	0	0	0	0	0	0	0	0	3	0	0	3	600.00	1,800.00	1,800.00
TRASHCAN	pc	0	0	0	0	0	0	0	0	5	0	0	5	7,500.00	37,500.00	37,500.00
PAIL & DIPPER	set	0	0	0	0	0	0	0	0	3	0	0	3	2,700.00	8,100.00	8,100.00
VACUUM CLEANER, Wet and Dry, 15L	unit	0	1	0	1	0	0	0	0	0	0	0	0	4,000.00	4,000.00	4,000.00
PAPER MATERIALS AND PRODUCTS					0				0				0	0.00	0.00	0.00
KEYBOARD, computer, wired USB	pc	0	1	0	1	0	0	0	0	0	0	0	0	1,000.00	1,000.00	1,000.00
Steel Rack Cabinet, 5-tier, heavy duty, adjustable, least 150x73x35	pc	0	1	0	1	0	0	0	0	1	0	0	1	10,000.00	10,000.00	10,000.00
5-layer Filing Cabinet Size: atleast H1850*W900*D400 mm Movable with wheels and locks	pc	0	1	0	1	0	0	0	0	0	0	0	0	12,000.00	12,000.00	12,000.00
Steel Tape Measure, 1/2"x100m	pc	0	1	0	1	0	0	0	0	0	0	0	0	2,000.00	2,000.00	2,000.00
Chlorine Tester Kit	set	0	1	0	1	0	0	0	0	0	0	0	0	5,000.00	5,000.00	5,000.00
Safety Shoes, Steel Toe	pair	0	1	0	1	0	0	0	0	0	0	0	0	2,000.00	2,000.00	2,000.00
Raincoat	set	0	2	0	2	0	0	0	0	0	0	0	0	2,000.00	2,000.00	2,000.00
Reflective Vest	pc	0	2	0	2	0	0	0	0	0	0	0	0	400.00	400.00	400.00
Rain Boots, Rubber	pair	0	2	0	2	0	0	0	0	0	0	0	0	1,000.00	1,000.00	1,000.00

A. TOTAL															682,611.03	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)															68,261.10	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																

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 (UNSPSC) 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) 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 excess of the quantities indicated 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.
 - 7.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.
 - 8.0

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: VILLALBA WATER DISTRICT Agency Code/UNCS: 3.5034E+11 Contact Person: JOY C. GAMBOA
Region: I Organization Type: GOCC Position: SR. CASHIER
Address: VILLALBA, PANGASINAN E-mail: gambocajoy@gmail.com
Telephone/Mobile Nos: 9178059715

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 28 May 2022)	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
D. GRAND TOTAL (A + B + C)																						P	750,874.33	
E. APPROVED BUDGET BY THE AGENCY HEAD																								
In Figures and Words:																								

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: *[Signature]* Certified Funds Available / Certified Appropriate Funds Available: *[Signature]* Approved by: *[Signature]*

JOY C. GAMBOA, Ph.D. FREDA B. CESISTA, CPA SAN Q. SISON, RN, DPA
Property/Supply Officer Accountant / Budget Officer Head of Office/Agency

Date Prepared: 09/19/2022