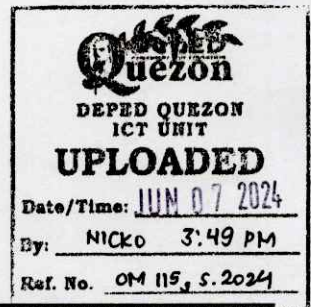




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



06 June 2024

OFFICE MEMORANDUM
OM No. 115, s. 2024

**PREPARATION AND SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR
COMMON-USE SUPPLIES, MATERIALS AND EQUIPMENT (APP-CSE 2025)**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
All Others Concerned

In Preparation for the next fiscal year (2025), all Section/Unit/Office are requested to complete and submit the **Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE) 2025 Form**. This plan will serve as the basis for procuring common-use supplies and equipment for each section. The APP-CSE Form is available at this link tinyurl.com/APP-CSE2025 and can also be accessed by scanning the QR code below.



Please ensure that both excel file and a hard copy, signed by the Section Head, are submitted to the Property and Supply Section **on or before June 18, 2024**.

Your usual cooperation on this matter is highly appreciated.

Immediate dissemination of and strict compliance with this Memorandum is desired.



ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent


Supgda6/6/2024

DEPEDQUEZON-TM-SDS-04-010-005



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