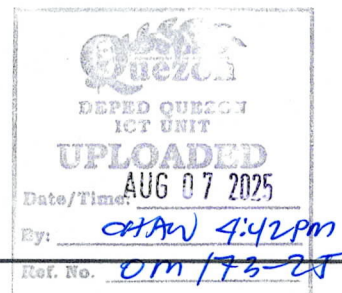




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 August 2025

**OFFICE MEMORANDUM**  
OM No. 173, s. 2025

**PREPARATION AND SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-  
USE SUPPLIES, MATERIALS AND EQUIPMENT (APP-CSE 2026)**

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

In Preparation for the next fiscal year (2026), all Section/Unit/Office are requested to complete and submit the **Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE ) 2026 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 <https://tinyurl.com/2026-APPCSE> and can also be accessed by scanning the QR code below.



Please ensure that a hard copy with complete specifications, signed by the Section Head, are submitted to the Property and Supply Section **on or before August 15, 2025**.

Your usual cooperation on this matter is highly appreciated.

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

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Supgda8/5/2025

DEPEDQUEZON-TM-SDS-04-010-005



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