



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



19 December 2025

OFFICE MEMORANDUM
 OM No. 271, s. 2025

FINAL SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES, MATERIALS AND EQUIPMENT (APP-CSE 2026) AND CURRENT OFFICE INVENTORIES

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

In preparation for the next fiscal year (2026), all Sections/Units/Offices are requested to complete and submit the **Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE) 2026 Form and current office inventory**. This plan will serve as the basis for procuring common-use supplies and equipment for each section based on the approved budget for 2026. The APP-CSE Form is available at this link <https://tinyurl.com/finalAPPCSE2026> and can also be accessed by scanning the QR code below.



Please ensure that a hard copy with complete specifications, and office inventory signed by the Section Head, are submitted to the Procurement Office **on or before December 23, 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

prohec12/17/2025

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321

 DepEdTayoQuezon

 www.depedquezon.com.ph

 quezon@deped.gov.ph