



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

**UNNUMBERED MEMORANDUM**

**TO:** Assistant Schools Division Superintendents,  
Division Chiefs, Unit Heads and all others concerned  
*cau*

**FROM:** ELIAS A. ALICAYA, JR. *f*  
OIC-Schools Division Superintendent

**SUBJECT:** Preparation and Submission of Annual Procurement Plan for Common-use  
Supplies and Equipment (APP-CSE) 2021

**DATE :** October 28, 2020

Each Section/Unit/Office is requested to accomplish and submit the **Annual Procurement Plan-CSE 2021 Form** as the basis of the procurement of Common-use Supplies and Equipment for each section for the year 2021. The said form can be downloaded in the link below:

**<https://tinyurl.com/APP-CSE2021template>**

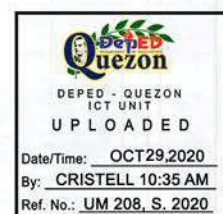
Please submit your accomplished form in soft-copy-email to [sdo.quezon.supply@gmail.com](mailto:sdo.quezon.supply@gmail.com) with subject **APP2021-Name of your Section** and 1 hard copy with signature of section head to be submitted in Supply Section. Deadline of submission is **on or before November 10, 2020**.

Your usual cooperation on this matter will be highly appreciated.

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

Supgda10/28/20

DEPEDQUEZON-TM-SDS-04-010-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

