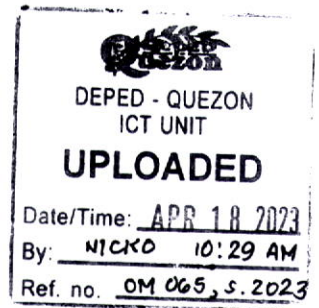




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 April 2023

OFFICE MEMORANDUM
OM No. 065, s. 2023

**PREPARATION AND SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR
COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE 2024)**

TO: Assistant Schools Division Superintendents,
CID Chief,
SGOD Chief,
Unit Heads,
All Others Concerned

In Preparation for the next fiscal year (2024), each Section/Unit/Office is requested to accomplish and submit the **Annual Procurement Plan APP-CSE 2024 Form** as the basis for the procurement of common-use supplies and equipment for each section. While waiting for the 2024 APP-CSE prescribed form, kindly use the existing 2023 APP-CSE and submit hardcopy with signature of the Section Head to the Supply Section **on or before April 30, 2023**.

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

Sup04/17/23

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