



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
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MEMORANDUM NO. 23

Series of 2017

**T O : ALL OFFICES/DEPARTMENTS/CENTERS/COLLEGES/EXTERNAL
CAMPUSES**

**R E : Planning Workshop in the Preparation and Processing of Documents
Related to Procurement**

Please be informed that the Supply Procurement and Property Management Office (SPPMO) and the Bids and Awards Committee (BAC) Secretariat will conduct a planning-workshop on the preparation and processing of documents related to procurement. The said activity is scheduled on 28 November 2017, 8:30 am at the OVPAF Conference Room. Each office/unit/campus is requested to send a representative, preferably the clerk who is directly involved in the preparation of said documents and each representative should bring a laptop computer.

Your cooperation will be highly appreciated.

REMBERTO A. PATINDOL

Vice President for Administration and Finance