

Visayas State University

Visca, Baybay City, Leyte 6521-A Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: www.vsu-visca.edu.ph

Office of the President

27 July 2010

MEMORANDUM NO. 202 Series of 2010

T O: Vice Presidents, College Deans, Center Directors, Department and Office Heads, BAC and TWG Members

R E: Attendance to the Seminar-Workshop on E-Procurement

Please be informed that there will be a Seminar-Workshop on E-Procurement on July 29, 2010 at the Ground Floor, CCE Bldg., starting at 8:00 a.m. You are required to attend the one-day seminar-workshop together with your clerk responsible in preparing the Annual Procurement Plan of your office. DBM Regional Director, Ms. Imelda C. Laceras and Asst. Regional Director Edmund Talle will be the speakers.

For your information and guidance.

President