



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

26 June 2002

## MEMORANDUM CIRCULAR NO. 46 Series of 2002

**T O: All Concerned**

**R E: Revised Procurement Guidelines and Procedures**

The Administration in its pursuit of providing speedy, efficient and effective procurement of goods and services has to conduct a system evaluation and implement appropriate corrective measures on observed weaknesses and breakdowns in the system. While the responsibility of procuring supplies, materials, equipment and services rests with the procurement office, other officials and employees have major roles in completing the procurement process. Thus, we are attaching the narrative flow procedures pinpointing who is responsible for each operation/process (See Attachment A).

Based on the results of the evaluation of the procurement system of the university, the following procedural guidelines are hereby issued:

1. The Procurement Office shall receive and process only duly approved Purchase/Job Requests (P/JRs) with attached Supplies Availability Inquiry (SAI).
2. Job requests for research and general maintenance services (regularly contracted labor/services) need not be coursed through the Procurement Office. Only requests that need canvassing shall be forwarded to said office. Furthermore, the project cost estimate for this type of job requests prepared by PPO shall no longer be required. The activities or work to be done shall be reflected in the P/JR.
3. Schedule for submission of P/JRs and canvassing shall be set by the Procurement Office and circulated to all concerned.
4. The Internal Control Unit Head or her authorized representative shall be responsible in the opening of sealed canvass; thus, the Committee on Sealed Canvass is hereby dissolved. Evaluation of bids and award of winning offers shall be done by the following:

Procurement Office	-	P500,000.00 and below
Bids and Awards Committee	-	500,000.00 to 1,000,000.00

5. Approval of P/JRs and Requisition and Issue Slip - RIS (applicable also to TEVs) is hereby amended and delegated to the following officials:

Charged to allotment	P5,000.00 & below	Unit Heads
	5,001.00 & above	Deans (College Deans, OGS, OSA) Dir. for R & E Prog for R & E Units Dir. for Adm. for Administrative Units
Charged to other funds recommended by the Finance Committee	P50,000.00 & below	Dir. for Curriculum & Instructional Materials Dev. for academic units Dir. for R & E Prog. for R & E Units Dir. for Adm. for Administrative Units
	50,001.00 & above	Vice Presidents
Equipment, extraordinary and non-recurring expenses	Regardless of amount	President

Other recommendations relative to the processing of documents shall be observed:

1. Maximize the use of existing manpower. Assign back-up to expedite processing of documents in the event of leave of absence of the person assigned to the task.
2. Implement strictly schedules of follow-up. Unscheduled follow-ups shall not be entertained. Follow-up shall be timely for immediate retrieval of documents to rectify errors/deficiencies.
3. Encourage the use of routing slip.
4. Number all copies of forms requiring sequential control number with the use of the numbering machine.

For compliance.

  
**PACIENCIA P. MILAN**  
President