



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**Memorandum No. 776**

Series of 2024

**TO: All Procurement Heads and BAC Secretariats from all Campuses**

**RE: Immediate Submission of BAC Resolutions for Signature Prior to Procurement**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: September 13, 2024**

In line with our commitment to upholding proper procurement procedures, all Procurement Heads and BAC Secretariats are hereby directed to ensure that **all Bids and Awards Committee (BAC) Resolutions are duly signed** prior to any procurement process to proceed. No procurement process shall proceed without the formal approval of the relevant BAC Resolution.

Furthermore, we are bound to abide by all approved policies set forth by the Board of Regents (BOR) in every procurement transaction. Please ensure strict adherence to these guidelines to maintain transparency, efficiency, and accountability in all procurement transactions.

For your information and usual compliance.

cc: All BAC Chairpersons  
VPAF

**OFFICE OF THE PRESIDENT**

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