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Office of the President

13 December 2007

MEMORANDUM CIRCULAR NO. 69

Series of 2007

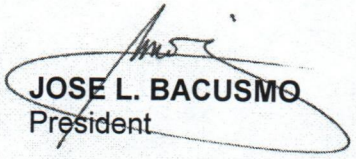
T O: All Concerned

R E: Submission of Annual Procurement Plan (APP) for CY 2008

Please submit the Annual Procurement Plan (APP) of your respective units for CY 2008 to the Supply – Property Management Office (SPMO) on or before January 4, 2008 for consolidation. For your guidance as to the estimated prices of the supplies, you may get an electronic copy of the price list from the SPMO.

An approved APP is required before any government procurement shall be undertaken within the approved budget. Included in the APP are those which are considered crucial for the efficient day-to-day operations and/or in line with the mandate of the University. Therefore, the APP must be realistic and include both the commonly and non-commonly used supplies and materials including field and laboratory supplies. You are enjoined to prepare your unit's APP by source of funds, i.e. from your allocation (CF Bidding), income, revolving funds, research and grants.

For compliance.


JOSE L. BACUSMO
President