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LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

25 July 2002

MEMORANDUM NO. 175

Series of 2002

T O: Ms. Ma. Cristina U. Ramirez *fsy 7-30-02*
R E: Designation as Head, Procurement Office

In light with the separation of the Procurement and the Supply Office, you are hereby designated Head of the Procurement Office effective August 1, 2002 until December 31, 2002 or unless sooner revoked or terminated by higher authorities. Attached please find the duties and responsibilities of the office.

As Head, you are hereby directed to assume the full duties and responsibilities of the said office to include the following:

1. Provide direction and supervision in the operation of the Procurement Office.
2. Act on documents related to procurement such as canvass, abstract of quotations and purchase orders and monitor delivery and payment of supplies and materials.
3. Review and consolidate reports required of the office.
4. Plan and introduce innovations for the improvement of the Procurement Office.
5. Provide updates on applicable laws, rules and regulations on procurement and operating procedures.
6. Evaluate sealed bids amounting to P500,000.00 and below.
7. Act as Secretary to the Bids and Awards Committee.
8. Perform other duties as required by higher authorities.

Please be guided accordingly.

[Signature]
PACIENCIA P. MILAN
President *[Signature]*

cc: OVPAF - *7/30*
ODA - *7/30/02*
ODF - *7/30/02*
COA - *7/30*
HRMDO - *7/30/02*
Accounting - *7/30/02*
Cash - *7/30/02*
Records - *7/30/02*
File - *7/30*
OUS - *7/30*

Procurement Office

General

Procures and maintains a continuous supply of the best quality supplies, materials and equipment essential in the University's normal operations at the most economical cost.

Specific

1. Reviews, consolidates and prepares the Annual Procurement Program and Amendatory/Supplementary Program/Plan of the University.
2. Requisitions and/or prepares the purchase requests for the supplies, materials and the like, secures approval, and sees to it that funds are available for the purpose.
3. Prepares advertisements for bids/requests for quotations (canvass papers), serves the bid documents/canvass papers, and assists the Bids and Awards Committee/Committee on Sealed Canvass in the selection/award.
4. Conducts canvass of prices thru whatever mode of procurement (personal canvass, emergency or negotiated purchase) from manufacturers/suppliers/distributors of known qualifications or duly accredited/licensed vendors to secure the lowest price obtainable at the time of purchase and prepares abstract of quotations in coordination with the end-users.
5. Prepares and facilitates the approval of the purchase/job orders and its delivery to the supplier/contractor and offices concerned within a reasonable time after its approval.
6. Ensures delivery of the materials within the stipulated time and monitors payment of delivered items.
7. Keeps complete records of all purchase orders/contracts for each supplier/vendor.
8. Keeps and maintains complete records of all purchase orders effected thru emergency purchases to ensure that procurement of supplies under this mode shall not exceed the limitation provided in the General Appropriations Act.
9. Conducts price monitoring and prepares price list for general circulation every six (6) months.
10. Provides updates on applicable laws, rules and regulations on procurement and operating procedures of the procurement system.
11. Performs other duties assigned by higher authorities.