



LEYTE STATE UNIVERSITY

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Office of the President

13 December 2005

MEMORANDUM CIRCULAR NO. 65
Series of 2005

T O: All Concerned

R E: Submission of Annual Procurement Plan (APP) for CY 2006

Please submit the Annual Procurement Plan (APP) of your respective units for CY 2006 to the BAC Secretariat on or before December 29, 2005 for consolidation following the format provided to you in late 2003.

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, income, revolving funds, research and grants.

For guidance and compliance.


PACIENCIA P. MILAN
President DEC 12/14/05

04/11/09
12/14/05

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

SUPPLY and PROPERTY MANAGEMENT OFFICE

December 12, 2005

DR. PACIENCIA P. MILAN
President
LSU, Baybay, Leyte

Dear Madam President:

We are pleased to inform you that we are in the process of preparing the Annual Procurement Plan (APP) of the university for the CY 2006.

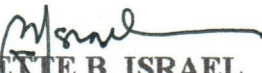
As raw data for this program, we are requiring all departments/centers/offices of the university to submit their needed supplies and materials following the format provided in 2003.

Thus, we are requesting your good Office to circulate a memorandum to all depts./centers/office of the university to submit their approved APP on or before December 29, 2005 so that we still have enough time for its consolidation.

Hoping this request be given favorable action.

Thank you.

Very truly yours,


JEANETTE B. ISRAEL
Head, SPMO