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**OFFICE OF THE
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MEMORANDUM CIRCULAR NO. 224
Series of 2024

TO: All End-User Units or Project Management Offices (PMOs)

RE: Submission of Purchase Requests for 2025 Early Procurement Activities (EPA)

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

DATE: October 7, 2024

Please be informed that the Bids and Awards Committee will now commence with the early procurement activities of the procurable items indicated in our FY 2025 Annual Procurement Plan (as per NEP). Anent to that, all end-user units are directed to generate and upload their Purchase Requests (PRs) through the Supply, Procurement, and Property Management Information System (SPPMIS) and **submit the original hardcopy** to the **Procurement Office** for acceptance **on or before October 10, 2024**.

For your immediate compliance.

OFFICE OF THE PRESIDENT

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