



25 June 2019

**MEMORANDUM NO.** 262

Series of 2019

**T O: Deans of the External Campuses**

**R E: Orientation on the Preparation of Annual Procurement Plan (APP) and Use of Harmonized forms for Procurement**

Please send three (3) of your regular staff who are involved in the preparation of the APP, PPMP and in the canvassing of your supplies and materials to this orientation at the Eco-FARMI Training Hall on July 3, 2019 at 9:00 a.m.

I am looking forward to your cooperation.

  
**EDGARDO E. TULIN**  
President *dlc 6/27/19*