



23 August 2016

**MEMORANDUM NO.** 220  
Series of 2016

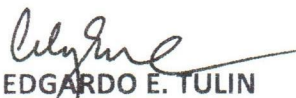
**T O: All Vice Presidents, Center Directors, College Deans and Department/Office Heads**

**R E: Attendance to the Orientation on RA 9184 on September 9, 2016 and Procurement Planning Workshop on September 12, 2016**

Timely availability of supplies, materials, services and equipment is essential for the smooth operation of the university. The usual comment on the delay and low quality of materials/items procured remains an issue until the present. As Head of the Procuring Entity (HOPE), this office is aware that effective and efficient procurement is possible only if there is teamwork between the requisitioner, and the Bids and Awards Committee (BAC) as well as the Supply Office that is serving as BAC Secretariat. Hence, this office has approved the conduct of an Orientation for all officials, faculty and staff on the key features of the Procurement Act under RA 9184 to guide them in making decisions relative to procurement needs. It will also be followed by a procurement planning workshop by those involved in planning programs, projects and activities and preparing the PPMP in every office and project, including those under Fund 164 and STF.

Anent to this, all VSU faculty and staff involved in requesting supplies, materials, services and equipment for procurement are enjoined to attend an **Orientation on RA 9184 on September 9, 2016 at 8:00, 2<sup>nd</sup> Floor, CCE Building**. Also, Heads, Directors, Project Leaders including other faculty and staff involved in planning and implementing programs, projects and activities together with their staff in-charge in preparing their respective PPMPs are directed to attend the **Procurement Planning Workshop on September 12, 2016 (same time and venue)**. Participants to this workshop are requested to bring laptops and e-copies of previous PPMPs.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President



MC No. 14, s. 2016

**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** **Urgent Review and Improvement of Citizen's Charter**

In the nine years of implementation of the Anti-Red Tape Law (RA 9485), the bureaucracy has made strides in improving public frontline service and customer satisfaction. However, public feedback on slow processes and fixing persists as evidenced by the number of complaints the Civil Service Commission receives through its Contact Center ng Bayan.

In his inaugural address, President Rodrigo R. Duterte directed heads of government agencies "to reduce requirements and the processing time of all applications, from the submission to the release". The President's directive is anchored on the need to facilitate or improve frontline services, which is congruent to the objectives of the Anti-Red Tape Act of 2007, and to bring back the people's trust in government.

All government agencies providing frontline services are enjoined to revisit their Citizen's Charter. They should review and reduce or remove redundant requirements and re-engineer their procedures, especially for those services with transaction time that go beyond the three day limit.

For compliance.

  
**ALICIA DELA ROSA-BALA**  
Chairperson

01 July 2016