



VISAYAS
STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

19 January 2024

OVPAF Memorandum Circular No. 2
Series of 2024

T O : All VSU Centennial Anniversary Committees

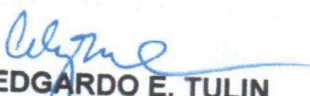
R E : Submission of Project Procurement Management Plans (PPMPs) and Purchase Requests (PRs) for VSU Centennial Anniversary

This is to inform all concerned committees about the current status of Project Procurement Management Plans (PPMPs) and Purchase Requests (PRs) for the forthcoming Centennial Anniversary celebration of the Visayas State University.

As of the present date, only a few of PPMPs and PRs, essential for the required supplies (including food), materials, and equipment to be used during the Centennial Anniversary celebration, have been submitted via the SPPMI System. To ensure an efficient and timely procurement process and to avert potential delays, a prompt submission of PPMPs and PRs from all offices and committees responsible for the Centennial Anniversary is earnestly requested. Kindly ensure the submission of your PPMPs with PRs on or before **January 31, 2024**.

Timely submission is crucial for the smooth and efficient processing of procurement activities. This will provide the Bids and Awards Committee (BAC) Secretariat with the necessary timeframe to prepare the Supplemental Annual Procurement Plan (APP) for approval. Moreover, it will afford the BAC and the Procurement Office adequate time to process Purchase Requests (PRs), addressing any potential re-processing requirements.

For your utmost attention and compliance.


EDGARDO E. TULIN

OIC Vice President for Administration and Finance