



March 09, 2020

MEMORANDUM CIRCULAR NO. 04
Series of 2020

T O: ALL Department / Office / Unit / External Campuses / BAC (Members, TWG & Secretariat)

R E: Workshop on the Uniformity of the University's Specifics and Prices of Goods & Training for the implementation (PPMP & PR) of the Supplies, Procurement and Supplies Management Information System.

The university has finished the Development of the Supplies, Procurement and Supplies Management Information System under the Human Resource Management Information System (HRMIS). Please be informed that there will be a workshop of the following:

1. The uniformity of Specifications and Prices of goods.
2. Introduction, functionality and flow of the online system.

This is held on March 10, 2020 (Tuesday), 9:00 a.m to 5:00 p.m at the Center for Continuing Education (CCE) 1st floor.

Each Department, Office, Unit and External campuses may send 1 participant (Regular / Casual / JO) who has high depth knowledge about the subject matter to attend the workshop.

Please individually bring Laptop Computer (extension cords if necessary) for the hands on practice.

We need your full cooperation. Attendance is highly requested.

REMBERTO A. PATINDOL
Vice President for Administration & Finance