

FILE



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

## Office of the President

1 December 1999

MEMORANDUM NO. 127  
Series of 1999

T O: Ms. Ma. Cristina U. Ramirez - *submitted 12/7/99*  
Mr. Simeon P. Sedrome  
Ms. Roberta C. Lemos - *sg 12/7*  
Ms. Rosa Ophelia D. Velarde - *sg 12/7*  
Dr. Eutiquio E. Sudaria - *sg 12/7*  
Mr. Edgardo L. Dequito - *sg 12/7*

R E: Evaluation of the Existing Procurement System at the SPMD

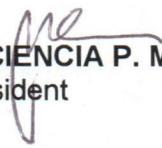
In spite of various efforts to reduce complaints about delays in the procurement of supplies, materials, equipment and services by the SPMD, delays are still observed as shown by various requests from academic/research staff for them to do the purchasing themselves. There is therefore a need to conduct a thorough study of the existing system and to highlight what caused these delays.

With Ms. Ma. Cristina Ramirez as Chairman and Mr. Edgardo Dequito as Consultant please constitute yourselves into an *Ad Hoc* Committee to conduct a study of the existing procurement system concentrating specifically on the detailed procedures which contributed to said delay, the persons involved in an activity and later, to come up with a recommended system to improve it, duly acceptable to COA.

Your recommendation should be supported with a narrative flow chart/procedures, including possible redistribution of duties and responsibilities, if necessary.

Since this assignment is a total system analysis, your committee is given three (3) months to do the job and is expected to submit your report or recommendation on or before February 29, 2000.

Please be guided accordingly.

  
PACIENCIA P. MILAN  
President