



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
VICE PRESIDENT FOR  
ACADEMIC AFFAIRS**

06 December 2024

**MEMORANDUM CIRCULAR NO. 31**  
Series of 2024

**TO: All Deans, Departments Heads, and Academic Directors and Heads**

**RE: Deadline for Submission of the Indicative PPMP for FY 2026 for Academic Units**

In accordance with OP Memorandum Circular No. 255, Series of 2024, the deadline for the submission of the Indicative PPMP for FY 2026 is set for the third week of December. The submissions will be consolidated first in the level of the respective Vice Presidents.

In this regard, we kindly request that all academic departments/units submit their Indicative PPMP for FY 2026 by **Thursday, December 12, 2024**. This will allow sufficient time for the Office of the Vice President for Academic Affairs (OVPA) to consolidate the submissions prior to forwarding them to the Office of the President (OP).

Please be reminded that while there is no specified limit on the total budget, it is essential that the submitted proposals reflect the needs of your department/unit and include only items that are realistically attainable within the procurement process.

For your information and guidance.

  
**ROTACIO S. GRAVOSO, PhD**  
Vice President for Academic Affairs

**OFFICE OF THE VICE PRESIDENT  
FOR ACADEMIC AFFAIRS**

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V3 06-06-2025  
No.031