



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte 6521-A
Philippines

TeleFax: +63 53 563 7108

e-mail: ovpaf@vsu.edu.ph; website: www.vsu.edu.ph

Office of the Vice President for Administration & Finance

18 May 2015

MEMORANDUM NO. 13

Series of 2015

T O : All Offices/Departments/Centers/Colleges

R E : Planning-Workshop in the Preparation and Processing of Documents
Relative to Procurement

Please be informed that the Supply Procurement and Property Management Office (SPPMO) will conduct a Planning-Workshop on the preparation and processing of documents relative to procurement. The said activity is scheduled on 27 May 2015, 8:30 AM at the OVPAF Conference Room. Each office/unit is requested to send a representative, preferably, the clerk who is directly involved in the preparation of the said documents.

For your information and guidance.

A handwritten signature in black ink, appearing to read 'Roberto C. Guarte'.

ROBERTO C. GUARTE

Vice President for Administration and Finance