



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



MEMORANDUM CIRCULAR NO. 05
Series of 2025

TO: All concerned Vice-Presidents, Deans, Directors and Department/Office Heads

RE: Submission of Adjusted Project Procurement Management Plan (PPMP) per GAA

**FROM:  PROSE IVY G. YEPES, EdD
University President**

DATE: January 9, 2025

In light of the recent approval of the 2025 General Appropriations Act, we require all offices to submit an updated or adjusted Project Procurement Management Plan (PPMP) to align with your respective budget allocations.

Please take note of the following guidelines for submission:

1. If your initial PPMP did not include allocations for fuel or gasoline, you may include these in your updated submission.
2. Revisions or adjustments are allowed as long as the total amount indicated in your original PPMP remains unchanged.
3. Even if no changes are necessary, all offices are required to submit their PPMP.
4. Each Vice President is tasked with consolidating the PPMPs from their respective units or offices for submission.

The updated documents are essential for preparing the adjusted Annual Procurement Plan, which will be submitted for approval by the Board of Regents.

For your information and proper guidance.

OFFICE OF THE PRESIDENT

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