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6 August 2018

**MEMORANDUM NO. 16**

Series of 2018

**T O: ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/UNITS**

**R E: Submission of Purchase Requests FY 2019**

In line with the provision of Memorandum Circular No. 2018-1 dated May 28, 2018 which sets Guidelines on the Grant of Performance-Based Bonus for Fiscal 2018 under EO No. 80 s. 2012 and EO No. 201 s. 2016, you are hereby requested to submit your Purchase Request (PR) for FY 2019 until **Wednesday, August 15, 2018** for all funds (General Fund, Special Trust Fund, IGP and 101 Trust Funds) relative to your submitted PPMP for FY 2019.

Everyone is urged to adhere to the above deadlines especially in processing of Purchase Requests (PRs) to determine the FY 2019 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE).

For your strict compliance.

**REMBERTO A. PATINDOL**

Vice President for Administration and Finance

Cc: Budget Office  
ODF

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**VSU's Vision:**

A globally competitive university for science, technology, and environmental conservation.

**VSU's Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.