



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

05 November 2013

MEMORANDUM NO.24
Series of 2013

TO : All Vice Presidents, College Deans, Centers and Institutes
Directors, Department Heads, and Administrative Offices/Units
Heads

RE : Deadline for the submission of Project Procurement
Management Plan (PPMP) for 2014.

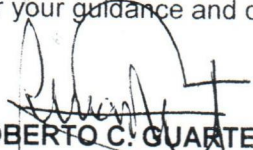
The Office of the Vice President for Administration and Finance is now preparing the VSU Annual Procurement Plan (APP) for 2014. As input to the VSU 2014 APP, you are requested to submit your respective Project Procurement Management Plan (PPMP), using the attached PPMP template, on or before 25 November 2013 categorized based on funds source as follows:

1. **PPMP** for supplies and materials charged to your GAA appropriation;
2. **PPMP** for supplies and materials charged to your augmentation from STF/Laboratory share; and
3. **PPMP** for equipment charge to your augmentation from STF/Laboratory share if applicable.

Since the actual 2014 appropriation cannot be ascertained yet, you may use the amount allotted to your office/unit in 2013 as basis in the preparation of your PPMP.

Please be informed also that the VSU Administration will conduct a workshop on the preparation of Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP), following the new prescribed procedures, on November 20 & 21, 2013 at the OVPAF Conference Room. Each Office/Unit is requested to send at most two (2) representatives, preferably the head of the office/unit and a clerk who is directly involved in the preparation of the said document. You are directed to bring the draft of your PPMP for discussion and finalization during the said workshop.

For your guidance and compliance.


ROBERTO C. GUARATE
Vice President for Admin. & Finance

cc: OP