



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 648
Series of 2024

**TO: BAC Chairpersons
BAC Secretariat
Procurement Heads**

**RE: Timely Submission of BAC Resolutions with Complete Staff Work for
Infrastructure, Goods, and Services**

FROM: DR. PROSE IVY. G YEPES
University President

DATE: August 5, 2024

In order to ensure the smooth and efficient operation of our procurement processes, you are requested that all BAC Resolutions be submitted with complete staff work in a timely manner. This requirement applies not only to infrastructure projects but also to the procurement of goods and services.

Please ensure that all necessary documentation and supporting materials are thoroughly reviewed and completed before submission. Adhering to this directive will help us uphold the standards and timelines expected in our procurement processes.

For your information and usual support.

OFFICE OF THE PRESIDENT

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FM-00P-01
V05 06-06-2024
No. **24-648**