



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

## *Office of the President*

29 March 2004

### MEMORANDUM NO. 90

Series of 2004

**T O: Prof. Teresita C. Jocson  
Prof. Francisco L. Camoying  
Prof. Vicente D. Zarsata**

**R E: Ad Hoc Committee to Open Sealed Canvass Papers**



To ensure check and balance and to strengthen internal control on financial transactions, canvassing and procurement is separated from opening of canvass papers, evaluation of bids and awarding. Thus, a new buyer has just been designated to do the canvassing and procurement.

In addition, you are designated to constitute an ad hoc committee to open sealed canvass papers. Your duties shall include the following:

1. To open sealed canvass papers
2. To evaluate bids submitted by suppliers
3. To review award to ensure that it is given to the supplier who offered the most advantageous offer.

This memorandum takes effect April 1, 2004.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President 

cc: Dr. J. M. Alkuino, Jr.  
Dr. L. B. Cano  
PSO, LSU Main  
Property Office, LSU Main  
FMO, LSU Main  
Acctg., LSU Main  
ICU, LSU Main  
HRMDO  
Records  
File