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Office of the Vice President for Administration & Finance

18 November 2014

MEMORANDUM NO. 13

Series of 2014

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

**SUBJECT : 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 2015. You are requested to submit your respective Project Procurement Management Plan (PPMP), using the attached PPMP template, on or before 24 November 2014 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 2015 appropriation cannot be ascertained yet, you may use the amount allotted to your office/unit in 2014 as basis in the preparation of your PPMP.

For your guidance and compliance.


ROBERTO C. GUARTE

Vice President for Administration and Finance

CC:

OP
Records Office

