

VISAYAS STATE UNIVERSITY

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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 submision 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 alloted 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 Pocords

Records Office



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2015

	Prepared by:	GRAND TOTAL			B. Equipment	A. Supplies/Materials	II. Shopping/Emergency Purchase		B. Equipment		A. Supplies/Materials	I. Public Bidding	Description/Specifications		End User/Unit/Office/Dept/Div.: Funding Source*:
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*Funding Sources: Special Trust Fund (STF) - Augmentation, Special Trust Fund (STF) - Lab. Share, General Fund (GF), Trust Fund (TF) Note: Please use a separate sheet for each funding source.