



# VISAYAS STATE UNIVERSITY

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*Office of the President*

15 January 2009

**MEMORANDUM CIRCULAR NO. 01**  
Series of 2009

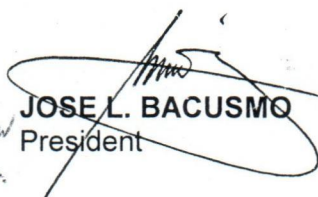
**T O: All Concerned**

**R E: Submission of Annual Procurement Plan (APP) for CY 2009**

Please submit the Annual Procurement Plan (APP) of your respective units for CY 2009 to the Supply – Property Management Office (SPMO) on or before January 23, 2009 for consolidation. For your guidance as to the estimated prices of the supplies, you may get an electronic copy of the price list from the SPMO.

An approved APP is required before any government procurement shall be undertaken within the approved budget. Included in the APP are those which are considered crucial for the efficient day-to-day operations and/or in line with the mandate of the University.

For compliance.

  
**JOSE L. BACUSMO**  
President