



August 26, 2020

MEMORANDUM NO. 04
Series of 2020

T O: ALL Office/ Department/ Unit/ BAC Members & Secretariat

R E: Training on identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (PR) module of the Supply Properties Procurement Management Information System (SPPMIS).

The BAC will be implementing the Early procurement for CY 2021 using the new SPPMIS PPMP & PR module. To capacitate University faculty and staff for the new module, the BAC will conduct a training and orientation of the following:

1. Guidelines on PPMP & PR process.
2. Proper Identification of Technical Specifications.
3. Introduction, functionality and flow of the PPMP & PR online system.
4. Hands-on practice on PPMP & PR using the SPPMIS.

This will be held on August 28, 2020 (Friday) at the (RDE) Hall. It is a half-day training with limited (57 participants per session) number of participants. Schedules are from 8:00 am to 12:00 nn and 1:00 pm to 5:00 pm. Please use the link below to registration:

https://docs.google.com/forms/d/e/1FAIpQLSeyEI7z-iNhbQ8suGJsmAjT0dJIGFDQYqX-iViDB5bbbwBnhw/viewform?usp=pp_url

Everyone is requested to bring own Laptop (Extension cord if necessary) for the hands on activity.

Note: Please bring a hard copy of the indicative PPMP created through the SPPMIS system for YR: 2021.

During attendance of the workshop, please be reminded to observe the following health protocols:

Alcohol hand washing at the designated entrance
Mandatory wearing of face mask and face shield
Social distancing (Seat plan will be provided)

Your presence and utmost cooperation is expected.

Very truly yours,

DILBERTO O. FERRAREN
Chairman, Bids and Awards Committee



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8/24/20

August 24, 2020

Dr. Edgardo E. Tulin
President
Visayas State University



The Bids and Awards Committee would like to request your permission to conduct a two session (half-day per session) Training on identification of proper and complete items technical specification (to have consistent, uniform and the right items that end users need) and parameters and orientation of the Purchase Request (PR) module of the Supply Properties Procurement Management Information System (SPPMIS) on August 28, 2020.

This activity is crucial in efficient conduct of early procurement for calendar SY: 2021. The SPPMIS will become the procurement platform that had started with the PPMP module. We already conducted virtual training for this activity, unfortunately only a few attended and some who attended where not able to catch up due to its complexity.

The venue will be at the RDE Hall with over 1,000 holding capacity. The BAC will only permit at most 65 participants per session to maintain social distancing while doing the activity. Rest assured that other health protocols required, such as alcohol hand washing, wearing of face mask with face shield and maintaining social distancing will be strictly followed by each participant. Attached is the table arrangement for the social distancing protocol.

I look forward to your support and your approval to this request.

Very truly yours,

DILBERTO O. FERRAREN
Chairman, Bids and Awards Committee

Approved:

EDGARDO E. TULIN
President