



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

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04 October 2017

MEMORANDUM NO. 20

Series of 2017

**T O : ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/
UNITS**

**R E : Submission of APP (for external campuses) and PPMP (for main
campus) for 2018**

The VSU Bids and Awards Committee (BAC) is now initiating the preparation of the university's Annual Procurement Plan (APP) for 2018. As input to the said APP, you are requested to submit your respective Project Procurement Management Plan (PPMP) using the attached revised form on or before 15 October 2017. The PPMP should be accomplished separately for each funding source as follows:

1. PPMP for supplies and materials charged to General Fund;
2. PPMP for supplies, materials and equipment charged to Special Trust Fund (STF) / Laboratory Share if applicable; and
3. PPMP for supplies, materials and equipment of projects charged to Trust Fund if applicable

Since the actual 2018 appropriation cannot be ascertained yet, you may use the amount allotted to you in 2017 as basis in the preparation of your PPMP.

Please submit your approved PPMP to this office through Ms. Maria Roberta S. Miraflor for consolidation.

Likewise, all external campuses are requested to collect and consolidate the PPMPs of their respective colleges/departments/offices/units and submit the APP to this office on or before 01 December 2017.

In conformance to R.A. 9184 & its revised IRR, the BAC strongly discourages everyone to resort to alternative modes of procurement, especially emergency purchases. It is recommended that the concerned offices should convene and properly plan their future purchases to come up with a realistic PPMP.

For your information and compliance.

A handwritten signature in black ink, appearing to read "Remberto A. Patindol".

REMBERTO A. PATINDOL
Vice President for Administration and Finance



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2018

End User/Unit/Office/Dept./Div.:

Funding Source*:

Total Budget:

Description/Specifications		Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A.	Supplies/Materials																
	<i>Office Supplies</i>																
	..																
	..																
				<i>Sub-Total:</i>													
	<i>Construction Materials</i>																
	...																
	..																
				<i>Sub-Total:</i>													
	<i>Laboratory Supplies</i>																
	..																
	..																
				<i>Sub-Total:</i>													
	<i>Consumables (Printers, Copiers, etc.)</i>																
	..																
	..																
				<i>Sub-Total:</i>													
B.	Equipment																
	..																
	..																
				<i>Sub-Total:</i>													
GRAND TOTAL																	

Prepared by:

Noted by:

Date:

*Funding Sources: General Fund (GF), STF/Lab. Share, Trust Fund (TF)

Note: > Please make separate PPMP for each funding source.

> Categorize the entries according to the nature of the items (Office Supplies, Construction Materials, Chemicals, Laboratory Supplies, Food Supplies, etc...)