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Office of the President

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MEMORANDUM CIRCULAR NO. 2

Series of 2005

T O: All Concerned

R E: Submission of Annual Procurement Plan (APP) for CY 2005

Please submit the Annual Procurement Plan (APP) of your respective units for CY 2005 to the BAC Secretariat on or before January 25, 2005 for consolidation following the format provided to you in late 2003. Kindly submit a diskette and a hard copy for this purpose.

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. Therefore, the APP must be realistic and include both the commonly and non-commonly used supplies and materials including field and laboratory supplies. You are enjoined to prepare your unit's APP by source of funds, i.e. from your allocation, income, revolving funds, research or grants.

For compliance.


PACIENCIA P. MILAN
President