



19 May 2022

MEMORANDUM NO. 504
Series of 2022

T O: Atty. Rysan C. Guinocor
Engr. Marlon G. Burlas
Ms. Maria Teresa A. Cruz
Dr. Dennis P. Peque
Dr. Beatriz C. Jadina

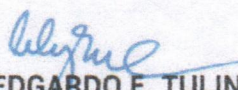
R E: **Composition of Contract Termination Review Committee (CTRC)**

Please constitute yourselves to form the CTRC with Atty. Rysan C. Guinocor as the Chairman and the rest as members. Your committee is tasked to do the following:

1. Study the Verified Report of Ms. Jessamine C. Ecleo, the Head of Procurement (Implementing Unit), that recommends for the termination of the contract of KAG Enterprises for the supply and delivery of various appliances and office equipment to the University (contract No. GOODS-19-011-0014 (STF);
2. Conduct the necessary investigation to determine whether or not the grounds for termination raised by Ms. Ecleo is warranted;
3. Follow the "Procedure for Termination of Contract" provided by the GPPB; and
4. Make the necessary recommendations regarding the aforementioned matter.

Attached, please find pertinent documents that may help your committee in coming up with fair and rightful decision regarding this matter. Kindly submit your report to this office not later May 27, 2022.

This is for your compliance.


EDGARDO E. TULIN
President