



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE VICE  
PRESIDENT FOR  
**ADMINISTRATION  
AND FINANCE**

**EXCERPT FROM THE APPROVED MINUTES OF THE  
Finance Committee Meeting**

OVPAF Conference Room

October 9, 2024 @ 9:00 AM

Dr. Luz G. Asio, Head of Department of Agronomy, requested the purchase of a 4WD compact tractor worth ₱709,000.00, to be used for instructional, research, and production purposes. The request was presented and deliberated upon, and unanimously approved by the Finance Committee. However, it was noted that the request should be included in the department's PPMP (Project Procurement Management Plan). The PPMP should be properly prepared (e.g., the brand of the equipment should be omitted), and market research should be conducted beforehand. It is suggested that the Procurement Office be consulted for assistance in preparing the PPMP. The Finance Committee agreed to charge the request to the Laboratory Fees—University Share.

Certified True and Correct:

  
**ROSELA T. BATISTIL**  
*Finance Committee, Secretary*

  
**ELWIN JAY V. YU**  
*Finance Committee, Chairman*

Cc: Dr. Luz G. Asio  
*Head, Department of Agronomy*