



VISAYAS
STATE UNIVERSITY

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

17 July 2023

OVPAF MEMORANDUM NO. 03
Series of 2023

TO : Dr. Edgardo E. Tulin
Dr. Moises Neil Serioño
Dr. Bayron S. Barredo
Dr. Cristina C. Gabrillo
Dr. Judith Jomadiao
Mr. Jed Asaph D. Cortes
Dr. Analyn Mazo
Engr. Marlon G. Burlas

RE : Project Leaders of the NEP 2024 to be Undertaken Early Procurement Activities

Program/Project	Project Cost	Project Leaders / Focal Persons
Equipment for completed project- CME	3,000,000.00	Dr. Moises Neil Serioño
Equipment for completed project- COE	3,000,000.00	Dr. Bayron S. Barredo
Equipment for completed project- DDC	2,000,000.00	Dr. Cristina C. Gabrillo
Equipment for completed project- Alangalang Adm. Bldg.	5,000,000.00	Dr. Judith Jomadiao
Equipment for completed project- Front Fence (OP) – LED Wall	7,000,000.00	Dr. Edgardo E. Tulin / Mr. Jed Asaph D. Cortes
Construction of Vertebrate Anatomy Laboratory & Morgue	8,770,000.00	Dr. Analyn Mazo
Replacement of the University power generator to support instruction, research and development in VSU Main Campus	50,000,000.00	Engr. Marlon G. Burlas
Eastern Visayas Innovation Center for Health Biotechnology (EV-Biotech)	1,230,000.00	Dr. Edgardo E. Tulin

This is to require all Project Leaders with funds listed in the National Expenditure Program 2024 to submit their Project Procurement Management Plan (PPMP) and Purchase Requests (PRs) on or before **15 August 2023**. The NEP has been approved by PBBM which will be submitted to Congress as basis of the General Appropriations Act.

The Project Leaders should ensure that a market research is conducted prior to the preparation of the PPMP in order to come up with an updated specification and estimated price per item. Do not depend on the price list in the SPPMIS as most of the prices are as good only of the last bidding date.

The Bids and Awards Committee will hold the Early Procurement Activities for all these projects starting last week of August 2023 and ends on the last week of September 2023. For the information of everyone, the Early Procurement Activity is most desired by DBM and the IATWG of AO 25 and must be implemented for the sake of compliance of the Annual Cash-based Budgeting of 2019. All funds must be consumed/disbursed by late November 2024 with last payment by March 2025.

For your guidance and compliance.


DANIEL LESLIE S. TAN SUPAF OIC 7/19/23
Vice President for Administration and Finance