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MEMORANDUM NO. 12

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TO : Dr. Eileen Lorena M. Mamino, SAO, BAC secretariat
Ms. Maria Cielo M. Lampa, Chief SPMO

SUBJECT: Streamlining of Procurement Process

In order to streamline our procurement processes and improve efficiency, the BAC Secretariat will hereafter be divided into three sections, to wit: procurement preparation; procurement proper; and contract administration and implementation. To this end, one of the tasks now with the Supply and Property Management Office (SPMO) will be carried out by the BAC secretariat, i.e., contract administration, to better monitor the flow of documents and expedite the procurement processes under a single unit.

For compliance.

ROLANDO T. BELLO
Vice Chancellor