



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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04 August 2022

MEMORANDUM NO. 27

Series of 2022

TO : All Vice Chancellors, Deans, Directors, and Unit Heads

SUBJECT : **Process Flow on the Processing of Project Procurement Management Plan (PPMP) for Externally Funded Projects**

As part of the streamlining efforts of the Administration to promote efficiency and timeliness in the procurement activities of externally funded projects, please observe the following Process Flow (Annex A):

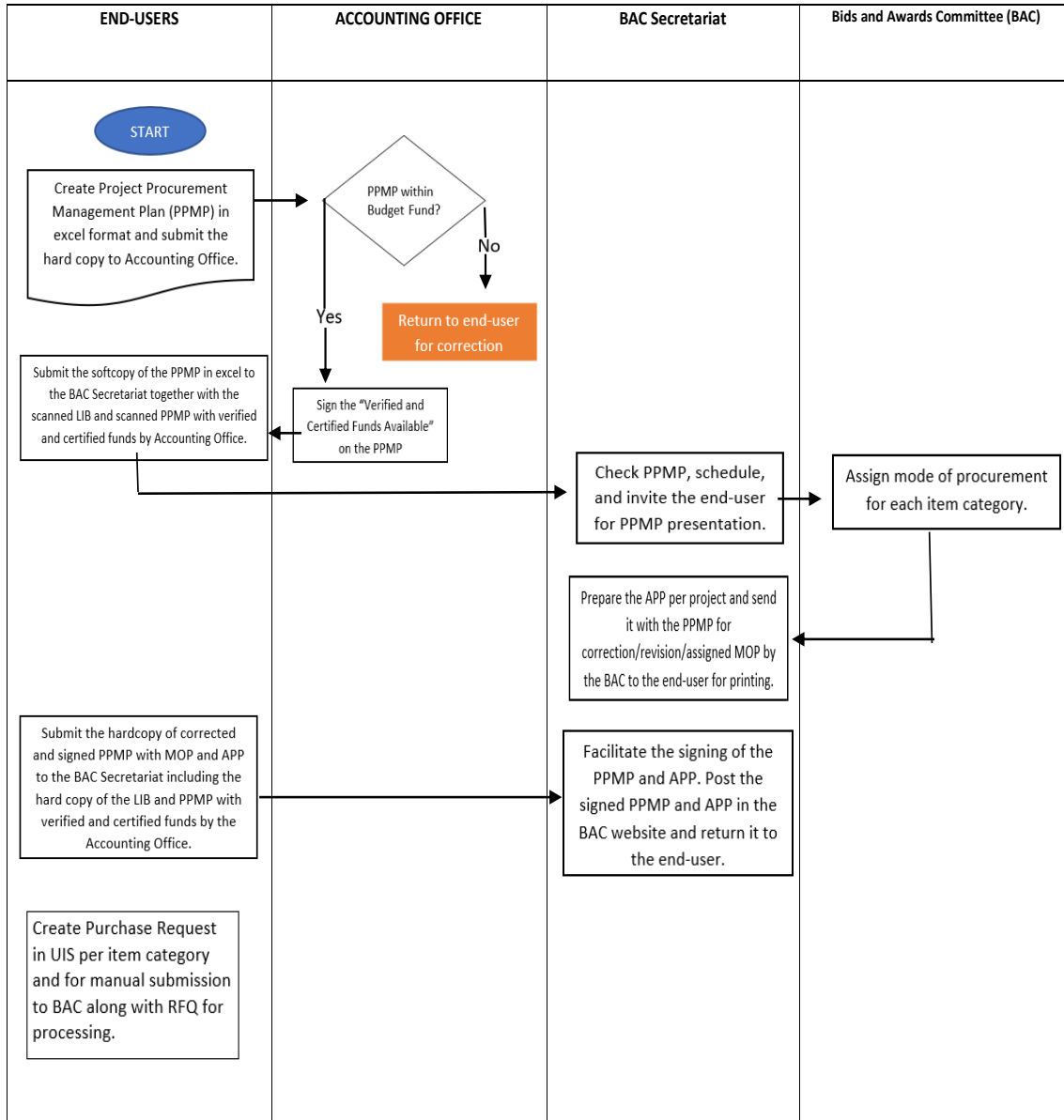
1. End-users of Externally Funded Projects must prepare their PPMP (Annex B) in excel format and submit the hard copy to the Accounting Office for verification and certification of funds availability.
2. End-users shall submit the PPMP in excel format together with the scanned LIB and scanned PPMP with verified and certified funds available by the Accounting Office to the BAC Secretariat for presentation to the Bids and Awards Committee (BAC).
3. Once the mode of procurement has been assigned by the BAC, end-users shall submit the hard copy of the corrected and signed PPMP, LIB and Accounting Office verified and certified PPMP to the BAC for signing of the PPMP and APP (Annex C) prepared by the BAC Secretariat. The signed and approved APP will be posted at the BAC website (bac.uplb.edu.ph) and will be returned to the end-user.
4. End-users shall create the Purchase Request in the UIS per item category and submit to the BAC Secretariat the hardcopy of the PR and RFQ with attached PPMP, APP and LIB for the conduct of the procurement activities.

For inquiries, please contact the BAC Secretariat at 09285158308 or email bacsecretariat.uplb@up.edu.ph c/o Ms. Judith Unson/Jaybee Punzalan.

For strict compliance.

ROLANDO T. BELLO
Vice-Chancellor

Annex A. Flowchart of PPMP presentation and APP generation for Externally Funded Projects



ANNEX B. REVISED PPMP FOR EXTERNALLY FUNDED PROJECTS

Project Procurement Management Plan (Year)

Project Duration: (Kindly indicate the Project Duration for Research Funds)

END-USER: (Unit) (DEPARTMENT)

CONTACT PERSON: (NAME) - (CONTACT NUMBER) - (EMAIL)

PROJECT TITLE: (Kindly Indicate the Project title for Research Projects or for PPMP Purpose)

Charge to (FUND CODE) (FUNDING AGENCY)

Project, Programs and Activities (PAPs)

Code	General Description	Unit of Measure	Quantity/ Size	Estimated Budget	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
CATEGORY																		
						0	0	0	0	0	0	0	0	0	0	0	0	0
						0	0	0	0	0	0	0	0	0	0	0	0	0
						0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sub-total:</i>						-												
CATEGORY																		
						0	0	0	0	0	0	0	0	0	0	0	0	0
						0	0	0	0	0	0	0	0	0	0	0	0	0
						0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sub-total:</i>						-												
TOTAL BUDGET						-												

Prepared by:

Submitted by:

Approved by:

NAME
Position

NAME
Project Leader

NAME
Director, (Department)

NAME
Dean, (College)

Date of PPMP Presentation:

BAC RESEARCH

Recommending Approval:

SHERYL A. YAP

ROGELIO T. ANDRADA II

BABYLYN C. DE LA CRUZ

JORGE S. DAVIDE, JR.

JOEL P. RIVADENEIRA

Verified and Certified funds available: _____ Signed by: (Name of controller) Date:
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