



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

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21 October 2022

MEMORANDUM NO. 39

Series of 2022

**TO: All Vice Chancellors, Deans, Directors, Unit Heads,
Project Leaders and Study Leaders**

**SUBJECT: Deadline of Submission of Purchase Request 2022 and
Presentation of PPMP for Newly Approved Projects and
Amendment of PPMP/APP for EXTERNALLY FUNDED
PROJECTS**

All externally funded projects shall submit their Purchase Requests (PRs) for Public Bidding and Request for Quotations (RFQs) for stamping based on the approved Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP) until **24 November 2022** only.

The cut-off period/deadline for the presentation of the amended PPMP or newly approved projects that are externally funded is on **01 December 2022**.

For inquiries, please call Ms. Jaybee M. Punzalan at 09285158308, or send email to bacsecretariat.uplb@up.edu.ph.

For strict compliance.

ROLANDO T. BELLO
Vice Chancellor