



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

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06 March 2023

MEMORANDUM NO. 09

Series of 2023

TO: All Personnel Engaging in Procurement Activities of the Office/Unit

SUBJECT: UPLB Procurement Forum

The Bids and Awards Committee (BAC) and its Secretariat (BACSec), in cooperation with the Office of the Vice Chancellor for Administration (OVCA) will hold the UPLB Procurement Forum entitled "**Understanding Procurement the UPLB Way**" on 15 March 2023 at the REDREC Auditorium, College of Economics and Management, UPLB.

The forum aims to familiarize the end-users with the following:

- (1) unified procurement process flow (Public Bidding and Alternative Modes of Procurement);
- (2) documentary requirements for each mode of procurement per 2016 Revised IRR of RA 9184;
- (3) financial management involving Accounting and Budgeting; and,
- (4) management of supply and property.

In this regard, we are inviting all personnel involved in the procurement activities of their office/unit to attend the said activity. Kindly fill out the google form <https://forms.gle/b2Vuvw8o68BxDTOdA> for confirmation and headcount until 09 March 2023.

For inquiries and clarifications, please call the BAC Secretariat Office c/o Ms. Jaybee Punzalan or Ms. Judith Unson at **09285158308**.

For compliance.

ROLANDO T. BELLO
Vice Chancellor