



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

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14 August 2023

MEMORANDUM NO. 31

Series of 2023

TO: All Vice Chancellors, Deans, Directors, Heads of Units,  
Project Leaders and Study leaders

SUBJECT: **Deadline of Submission of Presentation of PPMP for Newly  
Approved Projects and Amendment of PPMP/APP, Purchase Request  
(PR) and Request for Quotation (RFQ) for EXTERNALLY FUNDED  
PROJECTS and BASIC RESEARCH**

To ensure compliance with OVCA Memo No. 29 series of 2022 on processing of Purchase Orders and the timely processing of all procurement documents, please be guided of the following:

1. Cut-off period/deadline for the PPMP presentation of externally funded projects and basic research studies:

	<b>Projects</b>	<b>Deadline</b>
a	Newly approved projects	<b>15 November 2023</b>
b	Continuing projects under BASIC RESEARCH for 2024	<b>23 November 2023</b>
c	Amended PPMP for BASIC RESEARCH for 2023	<b>27 September 2023</b>
d	Amended PPMP for projects ending in December 2023	<b>11 October 2023</b>
e	Amended PPMP for continuing projects until 2024	<b>29 November 2023</b>

2. All newly approved externally funded projects shall submit their Purchase Requests (PRs) for Public Bidding and Request for Quotations (RFQs) above Fifty Thousand Pesos (Php50,000.00) for stamping until **30 November 2023** only.

3. All externally funded projects ending in **December 2023 and first quarter of 2024** shall submit their Purchase Requests (PRs) for Public Bidding by **25 September 2023**.
4. **At least 2 months prior to the end of the project year**, all Request for Quotations (RFQs) above Fifty Thousand Pesos (Php50,000.00) must be submitted to the BAC for stamping.

For inquiries, please call Ms. Jaybee M. Punzalan / Ms. Judith D. Unson / Ms. Rosella A. Villegas at 09285158308, or send email to [bacsecretariat.uplb@up.edu.ph](mailto:bacsecretariat.uplb@up.edu.ph).

For strict compliance.



**ROLANDO T. BELLO**  
Vice Chancellor