



Republic of the Philippines

EASTERN VISAYAS STATE UNIVERSITY – ORMOC CAMPUS

Ormoc City - 6541



OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 63 s. 2024

TO : **DR. MARY JOY B. BALTONADO**
Chair, Bids and Awards Committee

FROM : Campus Director

DATE : 15 April 2024

SUBJECT : **Submission of "Process Work Flow" for Procurement**

Please submit to my office on or before 5:00pm, Friday, 19 April 2024 both in narrative and diagram form the "process work flow" for procurement.

Needless to say, the said document is required by our Citizen's Charter and in the posting of procurement documents in our website.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY

EVSU Ormoc Campus: Building Globally Competitive Professionals

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