



MEMORANDUM

No. 16, s. 2025

TO: All Department and Office Heads
FROM: Campus Director
DATE: 10 February 2025
SUBJECT: Submission of PPMP| FY 2026

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This is to inform all department and office heads to prepare the Project Procurement Management Plan (PPMP) for Fiscal Year 2026, along with the Three-Year Office Development Plan. The deadline for submission is on or before 5:00 PM, Monday, February 17, 2025.

For your information and strict compliance.

BY AUTHORITY OF THE UNIVERSITY PRESIDENT
Per Special Order No. 106, s. 2023

JEFFERY W. OCAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

2/11/25 Mabitad, Beatrice D.
 2/11/25 Capala, Joel M.
 2/11/25 Mabitad, Alan Reynaldo
 2/11/25 Morpos, Joseph Jaymel
 2/11/25 Impas, Richard B.
 2/11/25 Declaro, Melody S.
File, Office of EVSU-OC Director

Head, Teacher Education Dep't
Head, Engineering Dep't
Head, Technology Dep't.
Head, Computer Studies Dep't
Head, Admin. & Finance Services
Head, HRMDO

Registrar office 2/11/25
Procurement 2/11/25

2/11/25
169 OFFICE 2/11/25
CASO- 2/11/25

2-11-25 8:57
PRO 02/11/25 4:25 am
R4D 2-11-25

Budget - 2/11/25
Extension office 2/11/25