



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0169, s. 2025

To: All Fund Administrators

Cc: Vice Presidents, Campus Directors,
Deans, Directors, Unit/Office Heads, USG
All others concerned

Date: March 31, 2025

Subject: **Submission of Approved Purchase Requests (PR) to the Procurement Office**

This is to remind all fund administrators of the University about the proper and timely submission of **Approved Purchase Requests (PRs)** to the Procurement Office. The following guidelines shall take effect starting **April 7, 2025**:

A. Standard Submission Timeline (15 Days Before Activity)

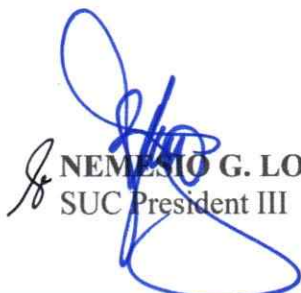
All approved PRs, along with complete supporting documents, must be submitted to the Procurement Office **at least fifteen (15) calendar** days prior to the scheduled date of the intended activity or procurement.

This timeline ensures compliance with the provisions of the Government Procurement Reform Act (RA 9184) and allows sufficient time for canvassing, evaluation of suppliers, and processing. This also helps guarantee that the University obtains the best value for goods and services.

B. Requests Requiring Urgent Processing

In instances where the 15-day requirement cannot be met due to urgent circumstances—particularly for activities involving external stakeholders, PRs may still be processed, but **only if** accompanied by a **written justification** for the urgency. This justification must clearly explain why the 15-day timeframe was not observed and must be **duly approved** by the University President, **Dr. Nemesio G. Loayon**. Urgent PRs submitted without an approved justification will not be accommodated.

We seek everyone's full cooperation in strictly observing these guidelines to promote efficiency, transparency, and compliance in our procurement processes. Thank you for your attention and continued support.


NEMESIO G. LOAYON, PhD
SUC President III

