



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

Ms. [Signature]

Reference No. 2021-12 - 02
November 29, 2021

MEMORANDUM FROM THE DIRECTOR

TO/FOR : ALL CONCERNED DIVISIONS, SECTIONS, AND UNITS

**SUBJECT : DEADLINE FOR SUBMISSION OF PURCHASE REQUESTS (PRs)
FOR CY 2021**

This is to inform all concerned Divisions, Sections, and Units that the set deadline for submission of Purchase Requests (PRs) to the Procurement Unit shall only be **on or before December 6, 2021**. This is in consideration for the time required for compliance of all procurement processes. It is urged that said PRs shall be forwarded to the Procurement Unit at their earliest convenience and those not included in the PPMP shall be rejected. Please note that said Procurement Activities are highly likely to be included under CY 2022's Prior Year's Accounts Payable (AP).

This memorandum shall take effect immediately.

For your guidance and strict compliance.

Thank you.

[Signature]
JUNEL B. SORIANO, Ph.D.
Director



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A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk

