



**UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE CHANCELLOR**



December 16, 2015

MEMORANDUM NO. 2015-12-076

To : ALL MEMBERS OF THE FACULTY AND STAFF

SUBJECT : INITIAL AND PARTIAL IMPLEMENTATION OF ePROCURE

All members of the faculty and staff are hereby, notified of the initial and partial implementation of ePROCURE effective January 11, 2016. All offices, except research projects, are required to prepare and submit their purchase request (PR), job order request (JOR), and requisition and issue slip (RIS) electronically using the ePROCURE program. Recommendation, approval, and other actions to be taken on these requests up to obligation will have to be done electronically also. Training programs covering three modules were already conducted by Task Force ePROCURE for this purpose. For research projects, all concerned staff, project leaders, and recommending/approving authorities will have to do it using the current manual method since they failed to attend the last two training modules. The electronic method for research projects will be implemented only after all those concerned have gone through the necessary training.

For offices concerned that are required to use the ePROCURE program, you are requested to submit to Task Force ePROCURE (email: eprocure@upv.edu.ph) the following data from your unit/office:

- name of office
- requestor(s)
- recommending authority and/or approving authority
- offices under your unit

These data will be the basis of creating the official user accounts in ePROCURE. Please submit the requested data to DISP via email not later than January 6, 2016.

For technical assistance, you may get in touch with the technical team of Task Force ePROCURE, c/o DISP (Mr. Efrain "Paeng" Servento, Mr. Fermar Novilla, and Ms. Neyah Grace Cartago). For other inquiries and clarification, you may get in touch with Prof. Raul R. Olaguer, head of Task Force ePROCURE through DPSM or SPSO.

For strict implementation.


ROMMEL A. ESPINOSA, PhD
Chancellor