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Office of the University President

Memorandum No.: 02-02-2017 (01)

TO: VPs, DEANS, DIRECTORS, HEADS OF OFFICES/UNITS
DIRECTOR, PPSDS
DIRECTOR, FMS
DIRECTOR, TRAINING OFFICE
CHIEF, PROCUREMENT OFFICE
CHIEF, PLANNING AND DEVELOPMENT OFFICE

FROM: The University President

SUBJECT: PRESENTATION OF CAPITAL OUTLAY PROPOSALS
FOR CY 2018

DATE: February 2, 2017

As part of the preparatory activities in the crafting of the 2018 CLSU Budget Proposal, infrastructure projects for possible funding from the national government thru the General Appropriations Act (GAA) shall be presented by the concerned unit head on **February 13, 2017 at the Administration Conference Room (ACR), beginning 9:00 AM.**

The Executive Committee (ExeCom) and representatives from FAI, CLUTCHES, NASA, CLSUAAI, and USSC shall comprise the panel to evaluate and determine the priority rank of the proposals. Initially, all proposals which were already presented but were not included in the 2017 GAA are prioritized for inclusion in the 2018 Budget Proposal. However, they shall again present their proposal for purposes of ranking.

The presentation in Powerpoint format must include the hereunder basic information:

1. Project name and cost;
2. Brief description of the project and its purpose/objectives;
3. Beneficiaries of the project;
4. Implementation period within which the project must be completed specifying the day, month, and year of project start and completion;
5. Project's physical targets in absolute terms and the corresponding accomplishments for the periods stated;
6. Cost of maintenance and operations;
7. Components of the project (specify if there are equipment required);
8. Specific location of the project.

Supporting documents such as Program of Work and detailed engineering analysis (if available) must likewise be presented. After each presentation, hard and soft copies of the presentation shall be submitted to Mr. Jonathan T. Gurion, overall coordinator for this activity. The Training Office shall document and provide secretariat services.


TERESO A. ABELLA
University President

Cc: FAI, CLUTCHES, NASA
CLSUAAI, USSC
Records