



Mindanao State University
ILIGAN INSTITUTE OF TECHNOLOGY
A. Bonifacio Ave., Iligan City

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Postage and Courier Services(5020501000-001)

No.	Item Description	Unit	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total		PMO/End-User	Mode of Procurement
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
1	Postage and Courier Expenses services incurred in sending letters, invitations, memorandum and other important documents to other offices	lot	50,000.00	0	0.00	1	50,000.00	0	0.00	0	0.00	1	50,000.00	OVCRE	SVP

0.00 50,000.00 0.00 0.00 50,000.00

Prepared By:

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Admin Asst II

Recommending Approval:

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