

**Republic of the Philippines**  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**

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- 1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project with an Approved Budget for the Contract (ABC) of . Quotation received in excess of the ABC shall be automatically rejected at the opening**

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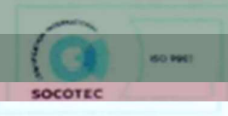
## TERMS OF REFERENCE OF PROJECT MANAGEMENT TEAM

### Project Leader

The project leader shall perform the following functions in the implementation of the project:

- Plan and direct the overall coordination of tasks necessary to meet the project objectives
- Plan and recommend the purchasing of necessary supplies, materials and equipment needed to conduct

- Prepare financial reports related to budgets, account payables, disbursements, etc.
- Report to project team the financial status of the project.
- Ensure compliance with applicable law and procedures related to finance; and



## OFFICE OF THE UNIVERSITY PRESIDENT

Approved by the Office of the University President

Approved by the Office of the President, Cavite State University

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The project staff for planning and implementation shall perform the following functions:

- Assist in the development and implementation of the project activities
- Monitor specific project activities

The project support staff shall perform the following functions:

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