



17 November 2016

MEMORANDUM CIRCULAR NO. 78

Series of 2016

T O: Vice Presidents for Instruction, Research and Extension, Planning Resource Generation & External Affairs, and Administration and Finance; Deans of Colleges, Graduate School, Students, and Satellite Campuses; Department Heads; Directors of Research Program, Development/Extension Program, RDE Network, Research Centers, Regional Climate Change R&D Center, Non-Convention Energy Research Center, Finance, Administration and Human Resource Development, General Services, and Resource Generation; and Heads of Office/Unit

R E: Submission of the 2016 Annual Accomplishment Report

Please be reminded that as the year is about to end let us not forget our yearly activity which is to prepare out accomplishment reports for the year. In this connection, please prepare and submit the 2016 Annual Report following the attached format and schedules:

- a. Submission of 2016 Annual Accomplishment Reports to respective Deans and Directors, copy furnished the Vice President for Planning, Resource Generation & External Affairs, on or before **December 15, 2016**.
- b. Submission of summary of accomplishments by the Deans/Directors of the different departments, research centers and offices/units under them to their respective Vice Presidents, copy furnished the Vice President for Planning, Resource Generation & External Affairs, on or before **December 29, 2016**.
- c. Submission of the summarized reports of the four (4) Vice Presidents to the Office of the President on or before **January 15, 2017**.

For immediate compliance.


EDGARDO E. TULIN

 President

Vision: The premier university of science and technology in the Visayas.

Mission: Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.

APR 11/29
11/16

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte 6521-A

Office of the President

14 November 2016

Memorandum Circular No. ____
Series of 2016

T O: Vice Presidents for Instruction, Research and Extension, Planning Resource Generation & External Affairs, and Administration and Finance; Deans of Colleges, Graduate School, Students, and External Campuses; Department Heads; Directors of Research Program, Development/Extension Program, RDE Network, Research Centers, Regional Climate Change R&D Center, Non-Convention Energy Research Center, Finance, Administration and Human Resource Development, General Services, and Resource Generation; and Heads of Office/Unit

R E: Submission of the 2016 Annual Accomplishment Report

Please be reminded that as the year is about to end let us not forget our yearly activity which is to prepare our accomplishment reports for the year. In this connection, please prepare and submit the 2016 Annual Report following the attached format and schedules:

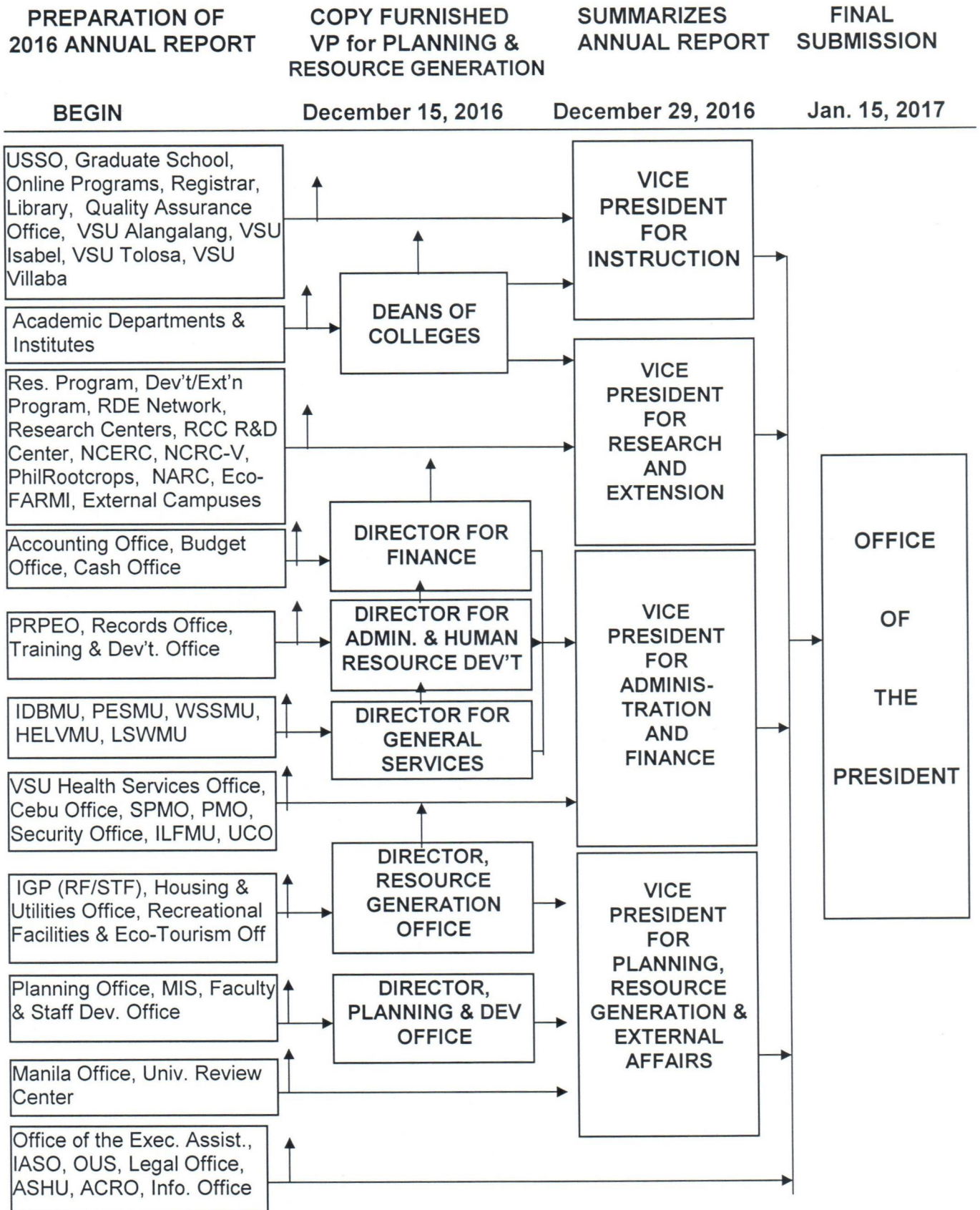
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- c. Submission of the summarized reports of the four (4) Vice Presidents to the Office of the President on or before **January 15, 2017**.

For immediate compliance.

EDGARDO E. TULIN

 President

FLOW CHART OF THE 2016 ANNUAL REPORT PREPARATION



FORMAT FOR THE 2016 ANNUAL REPORT **Colleges/Academic Departments/Institutes**

I. Instruction

A. Highlights: Important accomplishments: (a) in relation to targets and (b) others

B. New Curricular Offerings and Curriculum Development

C. Faculty Performance

1. Awards received

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

2. Other achievements

D. Faculty Development

1. List of faculty on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

2. List of trainings/seminars/workshops attended

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

E. Student Performance

1. Licensure Examinations (list of placers and passers; percentage passing – institution & national; date of examination)

2. Awards Received

3. Student Activities

F. Linkages (international, national, regional, local, NGOs, etc.) – include the nature of MOA signed with agencies during the year in review.

II. Research

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing researches
- C. List of matured technologies developed for dissemination
- D. Linkages (include the nature of MOA signed with agencies during the year)

III. Extension

- A. Highlights: Important accomplishments, awards received, etc., (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing extension projects
- C. List of trainings conducted/services rendered and number of clientele served per training

Title of Trainings/Services Rendered	Type of Clientele/ Participants	Date and Place of Training	Number of Participants

- D. Linkages (include the nature of MOA signed with agencies)
- E. Other Accomplishments (example: pilot projects established, etc.)

IV. Administration

- A. Include what changes had been implemented to show your department/college is better than last year (include new policies, new procedures/processes, etc.).
 - Describe the policy/procedure/process implemented that improve the output of your department/college.
 - Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

NOTE:

Please provide an e-copy of your report with pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation & External Affairs (OVPPRGEA).

FORMAT FOR THE 2015 ANNUAL REPORT
University Registrar

I. Highlights: Important accomplishments (a) in relation to targets and (b) others

II. Enrollment, Graduates, Number of Board Placers/Passers and Delinquency Reports

A. Enrollment

1. Enrollment of students by program and by semester (include external campuses)

B. Graduates

1. Number of graduates by program and by semester (include external campuses)

C. List of Licensure Exam Passers [include date of exam, passing percentage (national and institutional)]

D. Dropouts

1. List of Dropouts of students by course, sex and by semester

E. Delinquency Status

1. List of delinquent students by course, sex and by semester (warning, probation, dismissed).

III. New Curricular Offerings and BOR Resolution Number

IV. Manpower Profile and Development

A. Staff Development

1. List of trainings attended (local, regional, national, international)

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

B. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

V. Administration:

- A. New Policies Implemented** – new changes to improve registration procedures and office management.

NOTE: Please provide an e-copy of your report with pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation and External Affairs (OVPPRGEA).

FORMAT FOR THE 2016 ANNUAL REPORT
University Library

I. Highlights:

- Important accomplishments in relation to targets. Please include the library acquisitions during the year and others.

II. Manpower Profile and Development

A. Staff Profile (include educational attainment and status of appointment)

B. Staff Development

1. List of trainings attended (local, regional, national, international)

TITLE OF TRAINING	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

2. List of staff pursuing graduate studies whether on scholarship or on their own.

C. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

D. Title/Number of trainings conducted and type of participants

E. Changes in the procedure/process, etc. to improve performance; implementation of new policies, etc.

III. Linkages – include nature of MOA signed with agencies

NOTE:

Please provide an e-copy of your report with pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation and External Affairs (OVPPRGEA).

FORMAT FOR THE 2016 ANNUAL REPORT

Graduate School

I. **Highlights:** Important accomplishments (a) in relation to targets and (b) others

II. Graduate Students

A. Enrollment

1. Enrollment of students by program and by semester (include external campuses)

B. Graduates

1. Number of graduates by program and by semester (include external campuses)

C. Scholarships enjoyed by Graduate Students

1. Number of Scholars by Type and by Funding Agency Per Semester

D. Awards Received by Graduate students (individual or by student organization)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN

E. New Policies Implemented – new changes to improve registration procedures.

III. New Curricular Offerings and BOR Resolution Number

IV. Manpower Profile and Development

A. Staff Development

1. List of trainings attended (local, regional, national, international)

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

B. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

NOTE:

Please provide an e-copy of your report with pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation and External Affairs (OVPPRGEA).

FORMAT FOR THE 2016 ANNUAL REPORT

Online Program Office

I. Highlights: Important accomplishments (a) in relation to targets and (b) others

II. VSU Online Program Office

A. Enrollment (Graduate & Undergraduate)

1. Enrollment of students by program and by semester

B. Graduates

1. Number of graduates by program and by semester

C. Scholarships enjoyed by Students

1. Number of Scholars by Type and by Funding Agency Per Semester

D. Awards Received by students (individual or by student organization)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN

III. Multimedia Development Center & Printing Press

A. Highlights: Important accomplishments (a) in relation to targets and (b) others

IV. Manpower Profile and Development

A. Staff Development

1. List of trainings attended (local, regional, national, international)

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

B. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

NOTE: Please provide an e-copy of your report with pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation and External Affairs (OVPPRGEA).

FORMAT FOR THE 2016 ANNUAL REPORT

University Student Services Office

I. Highlights: Important accomplishments (a) in relation to targets and (b) others

II. Manpower Profile and Development

A. Staff Development

1. List of trainings attended (local, regional, national, international)

TITLE OF TRAINING	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

B. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

III. Students

A. Awards Received (individual or by student organizations)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN

B. Activities of Student Organizations

C. Number of Scholars by Type and by Funding Agency Per Semester

D. Number of students accommodated in university student dormitories

E. List of trainings attended by students (local, regional, national, International). Please use the same table format in A.1 (list of trainings attended by staff).

IV. Administration

A. New Policies Implemented. Changes in procedures/processes to improve performance of the unit.

- Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

V. Linkages

NOTE:

Please provide an e-copy of your report with pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation and External Affairs (OVPPRGEA).

FORMAT FOR THE 2016 ANNUAL REPORT

Vice President for Research and Extension, Directors of Research Program, Development/Extension Program, RDE Network, Regional Climate Change R&D Center, Non-Convention Energy Research Center and Research Centers

I. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others

A. Staff Development

1. List of faculty/staff on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

2. List of trainings/seminars/workshops attended

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE	SPONSORING AGENCY
a. International					
b. National					
c. Regional					
d. Local					

B. Staff Performance

1. Awards Received

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

II. Research

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing researches
- C. List of matured technologies developed and technologies for dissemination
- D. Linkages – include nature of MOA signed with agencies

III. Extension

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing extension projects
- C. List of trainings conducted/services rendered and number of clientele served per training

Title of Trainings/Services Rendered	Type of Clientele/ Participants	Date and Place of Training	Number of Participants

- D. Linkages – include nature of MOA signed with agencies
- E. Other Accomplishments (example: pilot projects established, demo farms, technical assistance and other extension activities conducted)

IV. Administration

- A. Include what changes had been implemented to show your center/office is better than last year (include new policies, new procedures/processes, etc.).
 - Describe the policy/procedure/process implemented that improve the output of your office/center.
 - Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

NOTE:

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FORMAT FOR THE 2016 ANNUAL REPORT Administrative Offices/Units

I. Highlights: Important accomplishments (a) in relation to targets and (b) others

II. Manpower Profile and Development

A. Staff Profile (include educational attainment and status of appointment)

B. Staff Development

1. List of trainings attended (local, regional, national, international)

TITLE OF TRAINING	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

2. List of staff pursuing graduate studies whether on scholarship or on their own.

C. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

D. Title/Number of trainings conducted and type of participants

E. Changes in the procedure/process, etc. to improve performance; implementation of new policies, etc.

III. Linkages – include nature of MOA signed with agencies

NOTE:

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