

Visayas State College of Agriculture
Baybay, Leyte

OFFICE OF THE PRESIDENT

October 13, 1999

Memorandum No. 100
Series of 1999

T O: All Department Heads, Graduate School and Center Directors, Office/Unit Heads, Directors of Instruction, Research and Development, Extension and Non-Formal Education, and LUAPO, Administrative Officer V, Vice Presidents for Administration and Academic Affairs, and Superintendents of INAVS, LNCAST, LSSA and LSSF

R E: PREPARATION OF THE CY 2000 ANNUAL DEVELOPMENT PLAN

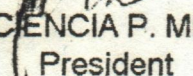
Please submit your CY 2000 Annual Development Plan to the Office of the President, copy furnished the directors and the Planning and Development Office, on or before November 12, 1999.

Attached are the format and flow chart for the CY 2000 Annual Development Plan.

For immediate compliance.

NOTED:

**PACIENCIA P. MILAN
PRESIDENT**


PACIENCIA P. MILAN
President

CY 2000 Annual Development Plan Format

I. Introduction

- Situational Analysis

II. Objectives by function (must be measurable)

- Instruction
- Research
- Extension
- Production

III. Targets

- Quantification of objectives
- Specify in numeral terms the intended output of every activity by function: instruction, research, extension, production

IV. Strategies (by function)

- Identify the general approach to be adopted to attain the objectives set

V. Programs/Projects

- List all programs/projects by function

VI. Plan Implementation and Monitoring

- Ways/methods by which the instruction, research, extension, and production programs/projects identified will be implemented and monitored.

VII. Development Administration and Financing

- Budgetary requirements

FLOW CHART OF THE CY 2000 ANNUAL DEVELOPMENT PLAN PREPARATION

