

Visayas State College of Agriculture  
Baybay, Leyte

December 14, 1998

OFFICE OF THE PRESIDENT

Memorandum No. 130  
Series of 1998

**T O:** All Department Heads; Research Center Directors; Office/Unit Heads; Directors of Instruction, Research and Development, Extension and Non-Formal Education, Office of Student Affairs and Land Use and Agribusiness Project; and Vice Presidents for Administration and Academic Affairs

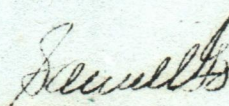
**R E: SUBMISSION OF THE 1998 ANNUAL REPORT**

Please submit your 1998 annual report to your respective Directors and Vice Presidents, copy furnished the Planning and Development Office on or before December 29, 1998. The following directors shall make a summary of the accomplishments of the different departments, research centers and offices/units under them and submit to their respective Vice Presidents on or before January 8, 1999. The summarized reports shall be submitted to the Office of the President not later than January 15, 1999.

1. Director of Instruction (Instruction Accomplishments)
2. Director of Research and Development (Research & Devt. Accomplishments)
3. Director of Extension and Non-Formal Education (Extension and NFE Accomplishments)
4. Director of Graduate School (Graduate School Accomplishments)
5. Director of LUAPO (Accomplishments of Auxiliary Services)
6. Administrative Officer V (Administrative Offices & Units)

Attached is the format and flow chart for your guidance.

For immediate compliance.

  
SAMUEL S. GO  
President



**FORMAT FOR THE 1998 ANNUAL REPORT**  
**Administrative Offices/Units and Auxiliary Services**

- I. Highlights (Important accomplishments)**
- II. Manpower Profile and Development**
  - A. Staff Profile (include educational attainment and status of appointment)**
  - B. Staff Development (trainings attended)**
  - C. Staff Performance (awards received, etc.)**
- III. Facilities (Acquired in 1998 only)**
- IV. Linkages**
- V. Other Accomplishments**
- VI. Problems Encountered and Actions Taken**



## FLOW CHART OF THE 1998 ANNUAL REPORT PREPARATION

