

## OFFICE OF THE PRESIDENT

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph



Management System ISO 9001:2015

www.tuv.com ID 9108658749

22 November 2021

MEMORANDUM NO. 681 Series of 2021

T 0:

**IGP/STF Project Managers** 

R E: University IGP and STF Annual Review 2020 & 2021

Please be informed that there will be an IGP and STF Review for Agricultural Projects on November 24-25, 2021, and for the Accommodation and Production/Processing on December 2, 2021, via zoom. A link will be provided by the Office of the Vice President for Planning, Resource Generation, and Auxiliary Services. Kindly prepare your written report and presentations following the attached format prescribed by the IGP-BOM. Further, soft copy of the reports preferably in word file shall be sent to marvin.bandalan@vsu.edu.ph. Attached also is the program/schedule of presentation for your reference.

All project leaders are enjoined to provide suggestions and comments for the improvement of the IGP/STF program of the university.

Thank you very much.