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VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

December 9, 1996

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 170  
Series of 1996

TO: All Managers of College Income Generating Projects (IGP)

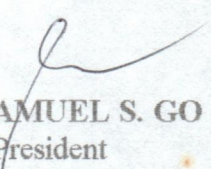
RE: Project Evaluation and Planning Seminar Workshop

You are hereby informed that as part of our strategy to enhance the management effectiveness in the operation of our college IGPs, there will be a seminar workshop on Project Evaluation and Planning for all project managers on January 17, 1997 at the Pavilion. This will also be attended by both the members of the IGP Board of Management (BOM) and the Facilitative committee. Your attendance therefore is highly expected.

A registration fee of P300.00/participant will be charged to your respective project through fund transfer. This will be used to defray expenses that will be incurred for supplies and documentation materials, meals and snacks during the conduct of the said seminar-workshop.

Furthermore, you are required to bring a draft of your 1997 Project Operational Plan inclusive of budgetary requirement.

For your guidance and compliance.

  
SAMUEL S. GO  
President

CC: Vice Pres. for Administration  
Vice Pres. for Academic Affairs  
ODI  
Accounting Division  
COA  
Records