



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

27 October 2003

MEMORANDUM CIRCULAR NO. 52

Series of 2003

- T O: Vice Presidents for Administration & Finance, Academic Affairs, Research & Extension; Deans of Colleges, Graduate School, Students, External Campuses; Department Heads; Research Center Directors; Directors of Curriculum & Instructional Materials Development, Accreditation & Evaluation, R & E Programs/Technology Dissemination, Finance, Administration; Office/Unit Heads**
- R E: Submission of the 2003 Annual Report**

The year is almost over and as a yearly activity we are required to prepare our accomplishment reports for the year. To facilitate early release of the University 2003 Accomplishment Report, please follow the following schedules:

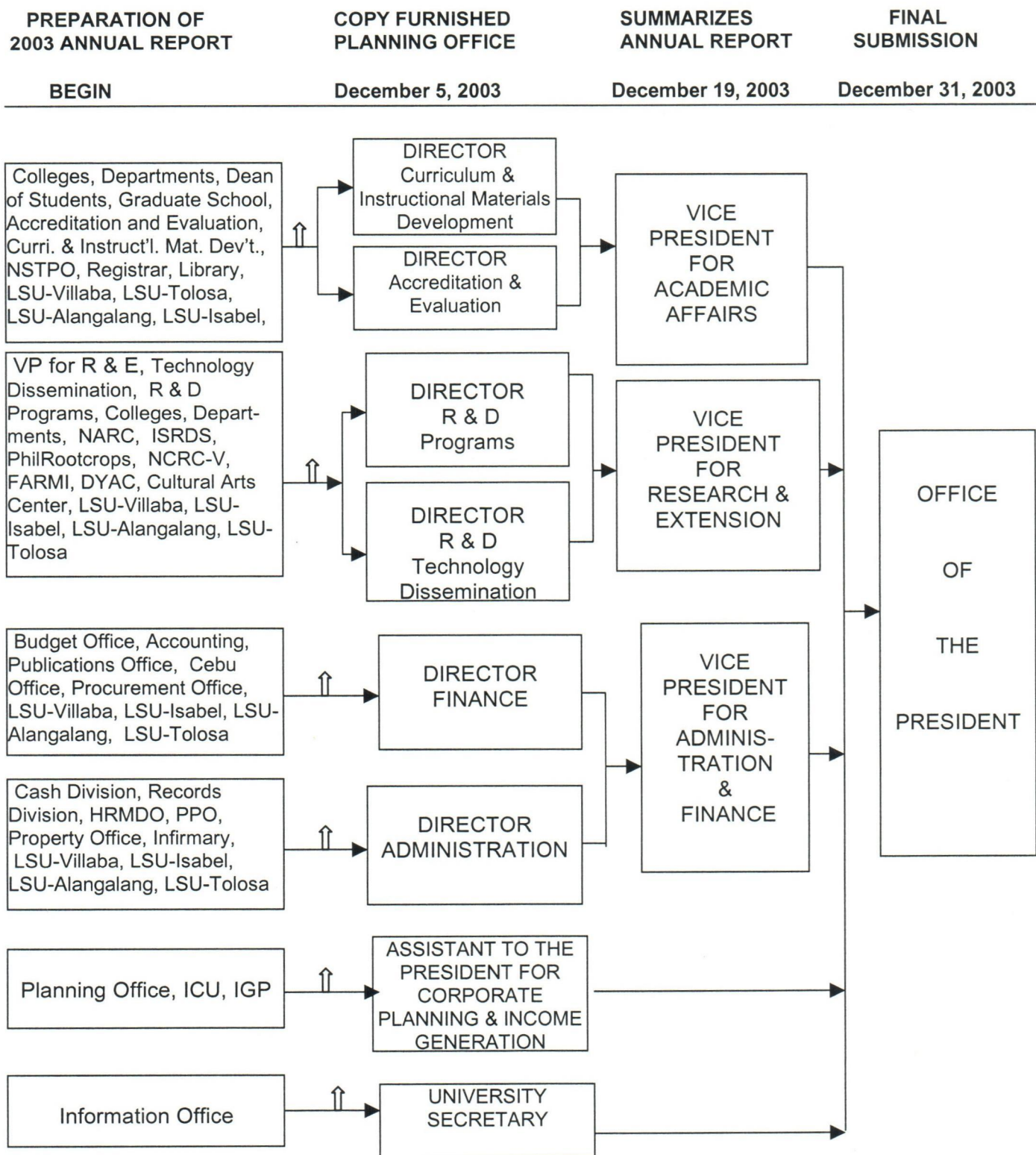
- a. Submission of CY 2003 accomplishment reports to respective **Deans and Directors** copy furnished the **Planning Office** on or before **December 5, 2003**.
- b. Submission of summary of accomplishments by the Deans/Directors of the different departments, research centers and offices/units under them to their respective **Vice Presidents** on or before **December 19, 2003**.
- c. Submission of the summarized reports of the three Vice Presidents to the **Office of the President** on or before **December 31, 2003**.

Attached are the format and flow chart for your guidance.

For immediate compliance.


PACIENCIA P. MILAN
President

FLOW CHART OF THE CY 2003 ANNUAL REPORT PREPARATION



FORMAT FOR THE 2003 ANNUAL REPORT

Colleges/Academic Departments

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)
2. Awards Received
3. Student Activities

F. Linkages (international, national, regional, local, NGOs, etc.)

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

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
- E. Other Accomplishments (example: pilot projects established, etc.)

IV. Facilities

- A. List of facilities acquired in 2003 only

NOTE:

1. Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Planning Office.
2. Provide captions indicating the occasion/activity, date/time, place and names of persons/visitors found in the picture including positions of visitors.
3. Pictures submitted will be returned to the respective departments/centers/offices.

FORMAT FOR THE 2003 ANNUAL REPORT

Dean of Students

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				

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. Student Performance (awards received, activities, etc.)

III. Facilities - acquired in 2003 only

IV. Linkages

NOTE:

1. Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Planning Office.
2. Provide captions indicating the occasion, date/time, place and names of persons/visitors found in the picture including positions of visitors.
3. Pictures submitted will be returned to the respective departments/centers/offices.

FORMAT FOR THE 2003 ANNUAL REPORT

University Registrar

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

II. Enrollment, Graduate and Delinquency Reports

A. Enrollment

1. Enrollment of students by program and by semester

B. Graduates

1. Number of graduates by program and by semester

2. List of Licensure Exam Passers

C. Dropouts

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

D. Delinquency Status

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

III. New Curricular Offerings and BOT 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				

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)

V. Facilities - acquired in 2003 only

FORMAT FOR THE 2003 ANNUAL REPORT

Directors of Research Center, VP for R & E/R & E Programs
and Technology Dissemination

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

A. Staff 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	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

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
- E. Other Accomplishments (example: pilot projects established, demo farms, technical assistance and other extension activities conducted)

IV. Facilities

- A. List of facilities acquired in 2003 only

NOTE:

1. Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Planning and Development Office together with the report.
2. Provide captions indicating the occasion, date/time, place and names of persons/visitors found in the picture including positions of visitors.
3. Pictures submitted will be returned to the respective departments/centers/ offices after the final printing of the report

FORMAT FOR THE 2003 ANNUAL REPORT
Administrative Offices/Units and Auxiliary Services

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)

III. Facilities - acquired in 2003 only

IV. Linkages

NOTE:

1. Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Planning Office.
2. Provide captions indicating the occasion, date/time, place and names of persons/visitors found in the picture including positions of visitors.
3. Pictures submitted will be returned to the respective departments/centers/offices.