

Visayas State University

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Office of the President

15 April 2014

MEMORANDUM NO. 104

Series of 2014

T O: All Project Leaders/Managers of IGP & STF Projects

R E: 2014 Annual Review of IGP & STF Projects

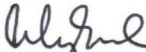
Please be informed that the **2014 Annual Review of IGP and STF Projects** will be on **April 28 – 29, 2014** at the **2nd Floor of the Center for Continuing Education**. All Managers of RF and STF Projects are required to present the status and accomplishments of their projects for year 2013 and their 2014 plans and targets.

This year's review should be focused towards initially implementing No. 4 of Objective B of the PHER Framework which states: "Rationalizing resource utilization and maximizing resource generation by SUCs". The university therefore has to provide support and institute reorganization and/or consolidation of related/similar projects that has the potential to generate income for the university. This means that the university will retain only as income generating projects those Revolving Fund (RF) and Special Trust Fund (STF) projects which generates additional income and qualifies to be considered as a resource generation project under the PHER Framework.

The panelists of this year's review are therefore directed to focus on identifying projects to be retained as IGP (whether RF or STF) and projects which should be consolidated to maximize income generation of university's facilities and resources. This group of projects will be the focus by the IGP BOM in providing support for facilities development and expansion using available university funds. Those projects which will not qualify as IGP projects will be considered only as instruction/research activities of the department or center.

In view of this, all projects-in-charge are required to prepare a presentation in matrix form following the attached format showing the status and accomplishments of their projects and their plans and targets in terms of income and expenses for year 2014, highlighting likewise their non-financial accomplishments. For instruction and research by-products classified as STF, non-financial accomplishments should indicate the specific courses and number of students served. Eight (8) hard copies and an e-copy should be submitted to the Office of the IGP Director on or before April 25, 2014. Attached likewise is a copy of the program of activities during the review. Project Managers are requested to follow the time allotted for their presentation and the questions/clarifications from the evaluators.

For your information and guidance.


fr **JOSE L. BACUSMO**
President *asc* 4/15/14

cc: Dr. E. E. Tulin
IGP Director
Records
File

Continuation

1:51-2:10 p.m.	VSU Computer Center	
2:11-2:30 p.m.	VSU Spring Water	
2:31-2:50 p.m.	VSU Infirmary Services	
2:51-3:10 p.m.	CCE 1 st Floor	
2:40:3:10 p.m.	Custom Made Garments	
3:11-3:30 p.m.	VSU Cebu Lodging House	
3:31-3:50 p.m.	VSU Manila Lodging House	
3:51-4:10 p.m.	VSU Colis Cottage	}
	VSU Ponce Cottage	
	VSU Apartelle	
	VSU Lañada Cottage	

Ms. Alicia M. Flores
Ms. Alicia M. Flores
Dr. Elwin Jay V. Yu
Dr. Edgardo E. Tulin
Dr. MagnoLia C. Lao
Mr. Nevin A. Pacada
Ms. Delia Silao

Ms. Alicia M. Flores

4:11-5:00 .m. Closing Program

Synthesis

Dr. Edgardo E. Tulin
VP for Instruction &
Chairman, IGP-BOM

Closing Message

Dr. Jose L. Bacusmo
University President

List of Evaluators

Dr. Edgardo E. Tulin
Ms. Louella Chan-Ampac
Dr. Roberto C. Guarte
Dr. Erlinda E. Esguerra
Dr. Salome B. Bulay-og
Ms. Roberta C. Lemos

ANNUAL VSU IGP AND STF PROJECTS REVIEW

Visayas State University

2nd Floor CCE Building
28-29 April 2014



You're Invited

VISAYAS STATE UNIVERSITY
2014 ANNUAL REVIEW OF IGP AND STF PROJECTS

EVALUATION SHEET

Title of Project: _____
 Name of Presenter: _____
 Date: _____

To the Evaluators: Please give your comments and recommendations in every major part of the presentation:

ITEM	COMMENTS	RECOMMENDATION
1. 2013 Non-financial accomplishment		
2. 2012 & 2013 Total Income and expenses a. Income: <ul style="list-style-type: none"> • Sale • Other income b. Expenses <ul style="list-style-type: none"> • Elec. Exp. • Communications (Tel. Internet & Cable) • Wages (laborer) • Proportionate Salary of Project Manager • Supplies • Travel expenses 		
3. Problems encountered & solutions offered		
4. Last Year Recommendation & Action Taken		
5. 2014 Plans & recommendation		

- Evaluator’s assessment of the project whether to: (Please select)
 - () a. To continue the project
 - () b. To reclassify the project as STF or IGP
 - () c. To stop operation being not feasible
 - () d. To continue with additional activities and additional capital
 - () e. To change management
 - () f. Other options. Please specify _____

 Signature Over Printed Name of Evaluator

ANNUAL VSU IGP AND STF PROJECTS REVIEW
Visayas State University
 2nd Floor CCE Building
 28-29 April 2014

Title of Project:

Project In-charge/Presenter:

1. Brief Description of the Project

2. Accomplishments in 2013

OBJECTIVES	ACCCOMPLISHMENTS	REMARKS
a. Financial		
b. Non-financial		

3. Total Income and Expenses for CY 2012 and 2013

INCOME	AMOUNT (PhP)	
	2012	2013
Sales/Income		
• Cash Sales		
• Credit Sales		
TOTAL INCOME		
EXPENSES		
1. Personal Services		
-Incentive (Manager)		
-Wages		
2. Maintenance and Other Operating Expenses (MOOE)		
-Supplies		
-Travel		
-Electricity		
-Communications		
-Depreciation		
-Repair and Maintenance		
TOTAL EXPENSES		
BALANCE (Income-Expenses)		
Additional Data: A/R Bal. as of 12/31		
P_____		

4. Problems Encountered and Action Taken:

PROBLEMS ENCOUNTERED	ACTIONS TAKEN

5. Last Year Reviews Recommendations & Action Taken:

Recommendation	Action Taken

6. Plans and/or recommendations for 2014

PLANS FOR 2014	RECOMMENDATIONS