

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

125

September 23, 1986

OFFICE OF THE PRESIDENT

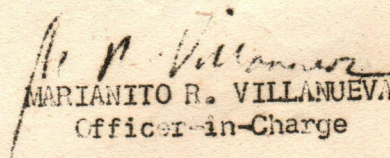
MEMORANDUM NO. 108  
Series of 1986

T O: Department/Office Heads and Center Directors  
SUBJECT: Submission of 1988 Annual Development Plan and  
Budget Proposal

As per schedule of our routinary activities, the undersigned would like to remind the department/office heads and center directors to prepare your 1988 annual development plan and budget proposal and to submit them accordingly to offices reflected in the attached activity flow chart so that they can be reviewed and consolidated on time by the proper bodies.

In the program planning, you may follow the same format issued in the previous years but must not forget to include specific target of accomplishments in your respective areas of responsibility. The Budget Office will send to you later the forms and other requirements for the budget proposal to be filled-up by your respective offices.

For guidance and immediate compliance.

  
MARIANITO R. VILLANUEVA  
Officer-in-Charge