



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

7 October 2003

**MEMORANDUM NO. 223**

Series of 2003

**T O:** Vice Presidents for Administration and Finance, Vice President for Academic Affairs, Vice President for Research and Extension; Deans of Colleges, Department Heads, Graduate School and Center Directors, Office/Unit Heads, Director of Curriculum and Instructional Materials Development, Director of Accreditation and Evaluation, OSA, Administrative Officer V and Physical Plant Director

**R E:** PREPARATION OF FIVE-YEAR DEVELOPMENT PLAN (CY 2004-2008)

Please submit your new **FIVE-YEAR DEVELOPMENT PLAN (CY 2004-2008)** to your respective Directors, copy furnished the Planning Office, on or before November 10, 2003. The concerned Directors will consolidate the different plans and will submit a copy to their respective Vice Presidents on or before November 25. The Vice Presidents will again consolidate the plans of the different directors and will submit one copy to the Office of the President not later than December 10, 2003. Your plans will be used during the University-wide planning workshop this coming January 2004.

Attached are the format and flow chart for your guidance.

For immediate compliance.

  
**PACIENCIA P. MILAN**  
President

## **CY 2004-2008 FIVE-YEAR DEVELOPMENT PLAN FORMAT**

### **I. Introduction**

- Situational Analysis (Include key change signals)

### **II. Objectives by function (must be measurable)**

- Instruction
- Research
- Extension
- Production/Fund Sourcing or Income Generation
- Physical Development

### **III. Targets**

- Quantification of objectives
- Specify in numeral terms the intended output of every activity by function: instruction, research, extension, production and physical development.

### **IV. Strategies (by function)**

- Identify the general approach to be adopted to attain the objectives set
- Include success indicators and breakthrough strategies in response to key change signals

### **V. Programs/Projects**

- List all programs/projects by function

### **VI. Plan Implementation and Monitoring**

- Ways/methods by which the instruction, research, extension, and production programs/projects identified will be implemented and monitored.
- Year to be started/implemented and indicate responsible office to implement

### **VII. Development Administration and Financing**

- Budgetary requirements

# FLOW CHART OF THE CY 2004-2005 FIVE-YEAR DEVELOPMENT PLAN PREPARATION

