

Visayas State College of Agriculture
Baybay, Leyte

OFFICE OF THE PRESIDENT

December 8, 1997

Memorandum No. 116
Series of 1997

T O: All Department Heads, Research Center Directors, Office/Unit Heads, Directors of Instruction, Research & Development, Extension & Non-Formal Education, Office of Student Affairs and Land Use and Agribusiness Project, and Vice Presidents for Administration and Academic Affairs


R E: SUBMISSION OF THE 1997 ANNUAL REPORT

As part of our yearly activity you are requested to submit your annual report to your respective Directors and Vice Presidents, copy furnish the Planning and Development Office on or before December 19, 1997. The following directors shall make a summary of the accomplishments of the different departments, research centers and offices/units under them and submit to their respective Vice Presidents on or before December 31, 1997. The summarized reports shall be submitted to the Office of the President not later than January 15, 1998.

1. Director of Instruction (Instruction Accomplishments)
2. Director of Research & Dev't. (Research and Development Accomplishments)
3. Director of Extension and Non-Formal Education (Extension and NFE Accomplishments)
4. Director of Graduate School (Graduate School Accomplishments)
5. Director of LUAPO (Accomplishments of Auxiliary Services)
6. Administrative Officer V (Accomplishments of Administrative Offices & Units)

Please follow the attached format and flow chart for your guidance.

For immediate compliance.


SAMUEL S. GO
President

FORMAT FOR THE 1997 ANNUAL REPORT
Administrative Offices and Units

- I. Highlights (Important accomplishments)
- II. Manpower (Profile by educational attainment, trainings attended and number of scholars)
- III. Facilities (Acquired in 1997 only)
- IV. Budget
- V. Linkages
- VI. Other Accomplishments
- VII. Problems Encountered and Actions Taken

FORMAT FOR THE 1997 ANNUAL REPORT
Academic Departments

I. Instruction

A. Highlights (Important accomplishments)

B. New Curricular Offerings

C. Faculty Profile

NAME OF FACULTY	EDUCATIONAL ATTAINMENT	FIELD OF SPECIALIZATION

D. Faculty Development

a. List of faculty on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

b. List of trainings/seminars/workshops attended

TITLE	PARTICIPANT	PLACE	DATE
a. International			
b. National			
c. Regional			
d. Local			

- E. Student Activities and Development Programs
- F. Board Exam Passers
- G. Linkages
- H. Other Accomplishments
- I. Facilities (Acquired in 1997 only)
- J. Problems Encountered and Actions Taken

II. Research

- A. Highlights (Important accomplishments)
- B. Number of ongoing research projects by commodity
- C. List of completed R & D projects/studies by commodity
- D. Matured technologies developed/disseminated
- E. Linkages
- F. Other Accomplishments
- G. Problems Encountered and Actions Taken

III. Extension

- A. Highlights (Important accomplishment)
- B. Ongoing extension projects
- C. Trainings conducted/services rendered (include number of clientele served per training)
- D. Linkages
- E. Other accomplishments (example: Pilot projects established, etc.)
- F. Problems Encountered and Actions Taken

FORMAT FOR THE 1997 ANNUAL REPORT
(Research Centers/Director of Research and Extension)

I. Staff Profile and Development

A. Staff Profile

NAME OF STAFF	EDUCATIONAL ATTAINMENT	FIELD OF SPECIALIZATION

B. Staff Development

a. List of staff on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

b. List of trainings/seminars/workshops attended

	TITLE	PARTICIPANT	PLACE	DATE
1. International				
2. National				
3. Regional				
4. Local				

II. Research

- A. Highlights (Important accomplishments)
- B. Number of ongoing research projects by commodity
- C. List of completed R & D projects/studies by commodity
- D. Matured technologies developed/disseminated
- E. Linkages
- F. Other Accomplishments
- G. Problems Encountered and Actions Taken

III. Extension

- A. Highlights (Important accomplishment)
- B. Ongoing extension projects
- C. Trainings conducted/services rendered (include number of clientele served per training)
- D. Linkages
- E. Other accomplishments (example: Pilot projects established, etc.)
- F. Problems Encountered and Actions Taken

IV. Facilities (Acquired in 1997 only)

FORMAT FOR THE 1997 ANNUAL REPORT

Auxiliary Services

A. Highlights (Important accomplishments)

B. Linkages

C. Manpower

a. Staff Profile

NAME OF STAFF	EDUCATIONAL ATTAINMENT	FIELD OF SPECIALIZATION

b. List of staff on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

c. List of trainings/seminars/workshops attended

TITLE	PARTICIPANT	PLACE	DATE
a. International			
b. National			
c. Regional			
d. Local			

- D. Facilities (Acquired in 1997 only)
- E. Acquisitions (*for the College Library and Infirmary*)
- F. Student organizations and activities (*for the Office of Student Affairs*)
- G. List of on-going projects (*for LUAPO*)
- H. Financial Statements of Income Generating Projects (*for LUAPO, Guest House and Hostel*)
- I. Other accomplishments
- J. Problems encountered and actions taken