



Visayas State College of Agriculture
Baybay, Leyte 6521-A
Philippines

OFFICE OF THE PRESIDENT

07 October 1998

MEMORANDUM NO. 108
Series of 1998

T O: All Centers/Department/Offices/Staff Concerned


SUBJECT: College Wide Planning-Workshop

The College Wide Planning-Workshop originally scheduled on 12-13 October 1998 is hereby re-scheduled to 12-14 January 1999.

Centers/Department/Offices/Staff concerned are requested to conduct preliminary discussion to explore ideas/concepts that can be finalized during the planning-workshop following the attached Ten-Year Development Plan format and the framework distributed earlier by the College Management Office.

The revised mission, vision, and general objectives of ViSCA and the proposed university structure will be distributed later.

Please be guided accordingly.


SAMUEL S. GO
President

TEN-YEAR DEVELOPMENT PLAN FORMAT
For each College/Institute/Department/Center

I. INTRODUCTION

- Include in this part the philosophy, mission, and vision of your college/institute/department/center

II. DEVELOPMENT TARGETS AND STRATEGIES

- A. Overall Goals
- B. General Objectives
- C. Specific Objectives (2000-2009)
 - 1. Instruction (Graduate, Undergraduate, and Non-degree Programs)
 - 2. Research Programs
 - 3. Extension Programs
 - 4. Administration and Support Services

III. VITAL DEVELOPMENT INDICATORS (BASED ON THE SPECIFIC OBJECTIVES) for 2000-2009

- A. Vital Development Indicators for Instruction
- B. Vital Development Indicators for Research
- C. Vital Development Indicators for Extension
- D. Vital Development Indicators for Administration and Support Services

The following format maybe used:

- A. Vital Development Indicators for (Instruction)

1999 (Current)	2000	2001	. . .	2009
Offering of MS Ag. Eng.	Offering of B.S. Com. Sci.	Offering of B.S. Math.	. . .	

IV. PROJECTED STAFF REQUIREMENTS

Staff Requirement	Current (1999)	Projected			
		2000	2001	. . .	2009
A. Academic					
B. Administrative					

V. PROJECTED BUDGETARY REQUIREMENT (By development indicator)

TEN-YEAR DEVELOPMENT PLAN FORMAT

For Administrative/Support Units

I. INTRODUCTION

- Include in this part the philosophy, mission, and vision of your office/unit

II. DEVELOPMENT TARGETS AND STRATEGIES

- A. Overall Goals
- B. General Objectives
- C. Specific Objectives (2000-2009)
 1. Office Management
 2. Physical Structure/Facilities Development
 3. Staff Development

III. VITAL DEVELOPMENT INDICATORS (BASED ON THE SPECIFIC OBJECTIVES) for 2000-2009

- A. Vital Development Indicators for Office Management
- B. Vital Development Indicators for Physical Structure/Facilities Development
- C. Vital Development Indicators for Staff Development

The following format maybe used: For Example:

B. Vital Development Indicators for (Physical Structure/Facilities Development for General Administration)

1999 (Current)	2000	2001	. . .	2009
Installation of Additional LAN Work Stations	Establishment of Internet Service Provider	Establishment of Industrial Zones	. . .	

IV. PROJECTED STAFF REQUIREMENT

Staff Requirement	Current (1999)	2000	Projected 2001 . . . 2009

V. PROJECTED BUDGETARY REQUIREMENT (By development indicator)