

# Visayas State University

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## Office of the President

10 November 2010

### MEMORANDUM CIRCULAR NO. 61

Series of 2010

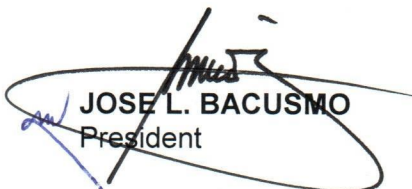
**T O: College Deans, Department Heads and Center Directors**

**R E: Seminar on IGP Report Preparation**

For improved efficiency and timeliness in the submission of required project reports, the IGP Board of Management will conduct a Seminar on IGP Project Report Preparation on **November 26, 2010** at the **Center for Continuing Education (CCE)**. It will be a one day activity. The objective of the seminar is to be able to train Project Managers and others in-charge of report preparation to be knowledgeable in a computer based report preparation using a template which will be discussed and presented during said seminar.

Please allow therefore the Project Managers and those involved in project report preparation in your unit to attend this seminar. Each Project Manager should bring their own laptop with MSOffice installed.

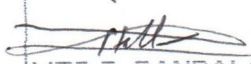
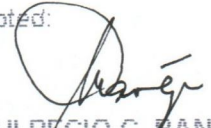
Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

**Updates on Submission of Project Reports**  
(As of September 2010 )

Name of Project	Project Manager	Status	Remarks
<b><u>RF-IGP</u></b>			
1. Rice Production (Pangasugan-Marcos area)	Prof. Manuel Passas	Submitted	
2. Rice Seednet (Main campus and Patag)	Dr. Alfredo Escasinas	No reports (September)	
3. Rice Seednet (Mabolo area)	Dr. Rodrigo Sebidos	No reports	On pre-audit by IASO
4. VSU Hostel	Ms. Vilma Olleras	Submitted	
5. Guesthouse/Pavilion	Ms. Rebecca Napiere	No reports(August-September)	
6. Printing Press	Dr. Rotacio Gravoso	Submitted	
7. Coca Nonfood	Dr. Eutiquio Sudaria	No reports (May-September)	
8. Buko & Coco Seedlings	Prof. Alfredo Dingal	No reports(April-September)	
9. Prod. & Commercialization of Abacca Power Stripper	Dr. Feliciano Sinon	No reports (July-September)	
10. University Review Center	Dr. Emma Data	No reports (September)	
<b><u>STF-IGP</u></b>			
1. VSU Market & other Rented Facilities	Dr. Sulpecio C. Bantugan	Submitted	
2. PPO shop	Engr. Nestor Isreal	Submitted	
3. ESDMU	Mr. Remegio Sanico	Submitted	
4. VSU Bakery	Dr. Pastor Garcia	No reports (May-September)	
5. Garden Beach Resort	Ms. Winifreda Odinaria	No reports (September)	
6. Visca Recreation Center	Mr. Junito Panonce	Submitted	
7. Goat/Sheep	Prof. Lolito Bestil	No reports (July-September)	
8. Cattle	Dr. Sulpecio C. Bantugan	No reports (July-September)	
9. Duck/Other Poultry Species	Mr. Manuel Gacutan	No reports (April-September)	
10. DASS(Soil Testing and Soil Analysis)	Dr. Faustino Villamayor/ Prof. Teodomero Ratilla	No reports (September)	



11. LFP	Prof. Grace Maglasang	No reports	
12. DASS CRC	Ulyses Cagasan	Submitted	
13. Corn Seeds	Dr. Othello Capuno	Submitted	
14. DOH Horti-Nursery	Pro. Enrique Alcover	Submitted	
15. College Ornamentals	Prof. Elizabeth Briones	No reports (June-September)	
16. Locally Grown Vegetables	Prof. Rosario Salas	No reports (September)	
17. Coco Intercrops	Prof. Mario Baliad	No reports	
18. Bindery Trust	Mr. Gregorio Soria	Submitted	
19. High School Fines	Karina Apale	Submitted	
20. College Fines	Jovelyn H. Mabuan	Submitted	
21. Rootcrops	Ms. Cynthia Goday	Submitted	
22. Feedmill	Dr. Marcelo Quevedo	Submitted	
23. FARM Eco-Farm	Dr. Pastor Garcia	No reports (July-September)	
24. VSU Infirmary/Hospital	Dr. Elwin Jay Yu, M.D.	Submitted	
25. VMO (Manila office)	Ms. Delia Silao	Submitted	
26. VCO (Cebu office)	Mr. Nevin Pacada	No reports (September)	
27. Macapuno-PCRDF	Prof. Tessie Nuñez	No reports	
28. Custom made Garment Production and Management	Dr. Lolita S. Orge	No reports	
29. Sustained Yield	Dr. Teofanes Patindol	No reports	With IASO's notes for revision
Prepared by:  <b>LITO P. BANDALAN</b> Admin/ Aide III		Noted:  <b>SULPECIO C. BANTUGAN</b> Director, OAS/IGP	

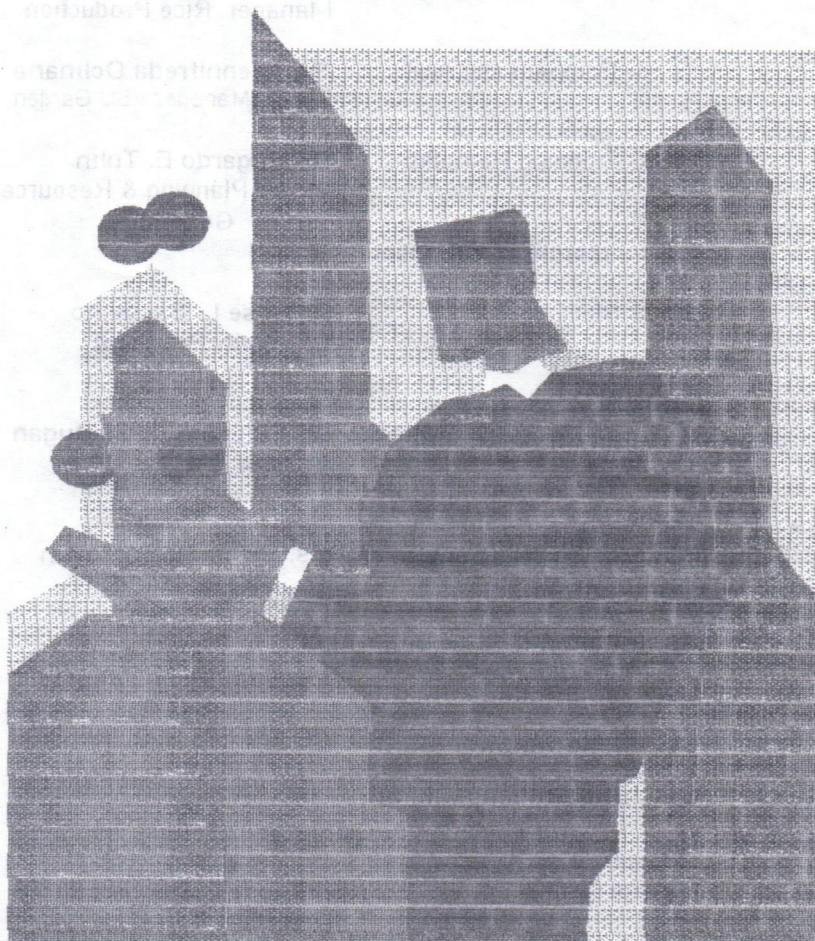
# SEMINAR IN IGP REPORT PREPARATION

Visayas State University

Center of Continuing Education

Visca, Baybay, Leyte

26 November 2010



Dr. Edgardo B. Tulin  
VP for Planning & Resource

Closing Remarks

You're Invited



# PROGRAMME

November 12, 2010

8:00 a.m.-8:30 a.m.

8:30 a.m.-9:00 a.m.

Registration  
Opening Program

Invocation

Dr. Alfredo Escasinas  
Manager, Rice Production

Pambansang Awit

Ms. Wennifreda Oclinaría  
Project Manager VSU Garden

Opening Remarks

Dr. Edgardo E. Tulin  
VP for Planning & Resource  
Generation

Intermission Number

Message

Dr. Jose L. Bacusmo  
University President

9:00 a.m.-9:30 a.m.

Rationale of the Seminar  
& Other Administrative details

Dr. Sulpecio C. Bantugan  
Director, IGP

9:30 a.m.-10:00 a.m.

Legal Basis in the submission  
Of project reports & other  
IASO Concerns

Ms. Velma P. Bontuyan  
OIC, IASO

10 a.m.-12:00 noon

How to prepare project reports  
Using revised forms

Prof. Alan B. Loreto  
Member, IGP-BOM

12:00-1:30 p.m.

Lunch Break

1:30 p.m.-4:00 p.m.

Workshop

4:00 p.m.-5:00 p.m.

Closing Program  
Message

Dr. Jose L. Bacusmo  
University President

Closing Remarks

Dr. Edgardo B. Tulin  
VP for Planning & Resource

Dr. Lourdes B. Cano  
Emcee