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*Office of the President*

20 March 2017

**MEMORANDUM NO. 206**


**T O: All Project Leaders/Managers of IGP & STF Projects**

**R E: 2017 Annual Review of IGP & STF Projects**

Please be informed that the 2017 Annual Review of the IGP & STF Projects will be held on **April 4-7, 2017** at the **Glass Room, Pavilion, VSU-Visca**. You are therefore required to attend and present the status of your project, the implementation of the previous years' recommendations, your plans and targets for the year 2017 including the projected income and expenses considering full cost accounting.

All project leaders/managers are required to prepare a presentation in matrix form following the attached format. Six (6) hard copies and an e-copy should be submitted to the Office of the IGP Director on or before 27 March 2017. Please be reminded that as provided or in the attached program of activities, each presenter is given only 20 minutes for presentation and another 10 minutes is allotted for questions from the IGP-BOM/Team Evaluators.

For your information and guidance.

  
EDGARDO E. TULIN  
President

cc. Prof. Daniel M. Tudtud, Jr  
Dr. Fe M. Gabunada  
Dr. Analita A. Salabao  
Prof. Nilda T. Amestoso  
Prof. Argina M. Pomida  
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