

Mrs. R. Pasang

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

475

OFFICE OF THE PRESIDENT

November 21, 1989

MEMORANDUM ~~CIRCULAR~~ NO. 177
Series of 1989

T O : All Department/Office Heads and Center Directors

Subject : SUBMISSION OF THE 1989 ANNUAL REPORT

Please be reminded that CV 1989 is about to end. Hence, all units, centers and offices are expected to submit their annual reports.

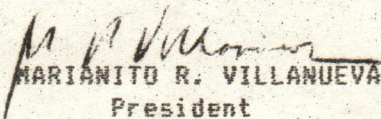
Attached is the guide format in the preparation of your reports.

Accomplishment reports for 1989 shall serve as basis of your plan and budget for 1990. Therefore, it is necessary that the 1990 budget also reflects continuation of programs implemented but not completed in 1989.

To avoid delay in submitting the printed College Annual Report to the Department of Education, Culture and Sports, Commission on Audit and to the Office of Budget and Management, please submit your reports on time. All annual reports should be submitted directly to the Planning and Development Office not later than January 16, 1990.

For immediate compliance.

Very truly yours,


MARIANITO R. VILLANUEVA
President