



1 December 2023

MEMORANDUM CIRCULAR NO. 178
Series of 2023

T O: All VPs, Director, Deans, Core VP dDRCs, ISO Core Team

R E: Cascading of University Priorities and Strategic Direction for 2024 and Orientation of Revised Planning Forms for the Operational Planning Workshop and Reframing of the Strategic Plan

Please attend the **cascading of the 2024 University Priorities and Strategic Direction and orientation of revised planning forms for the Operational Planning Workshop and Reframing of the Strategic Plan** on **December 11, 2023, 2:00 PM** at the **OP Board Room, Admin. Bldg.** This activity is the start of the conduct of Operational Planning for all offices of the University.

The revised planning forms will be cascaded during the orientation.

Each Vice President is requested to conduct the operational planning of their respective units before the deadline. The output is expected to be completed and submitted to the Office of the Head for Planning on **January 10, 2024**.

Attached is the Programme of Activities for this purpose.

For your guidance and compliance.

DANIEL LESLIE S. TAN.
OIC-President

CASCADING OF UNIVERSITY PRIORITIES AND STRATEGIC DIRECTION FOR 2024 AND ORIENTATION OF REVISED PLANNING FORMS FOR THE OPERATIONAL PLANNING WORKSHOP AND REFRAMING OF THE STRATEGIC PLAN

December 11, 2023
2:00 PM

PROGRAM OF ACTIVITIES

1:30 - 1:45	Registration	-Attendance Sheet
1:45 - 2:00	Prayer	- Lea Illustrisimo <i>dDRC-Risk</i>
2:00 - 2:15	Opening Message and Cascading of the 2024 University Priorities	- Dr. Daniel Leslie S. Tan <i>OIC, President</i>
2:15 - 3:00	Orientation of the New Planning Forms	- Toni Marc L. Dargantes <i>Head of Planning Office</i>
3:00 - 3:10	Final Instructions	- Dr. Dilberto O. Ferarren & - Toni Marc L. Dargantes
3:10 - 3:15	Closing Remarks	- Dr. Dilberto O. Ferarren <i>Vice President for Planning, Resource Generation & Auxiliary Services</i>