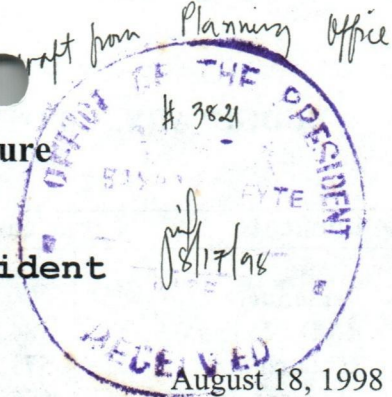




Visayas State College of Agriculture
Baybay, Leyte

Office of the College President



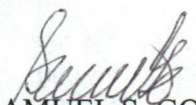
Memorandum No. 83
Series of 1998

- T O: All Department Heads, Center Directors, Office/Unit Heads, Directors of Instruction, Research and Development, Extension and Non-Formal Education, and LUAPO, Administrative Officer V, Executive Officer, and Vice Presidents for Administration/Academic Affairs
- R E: PREPARATION OF THE 1999 ANNUAL DEVELOPMENT PLAN AND TEN (10) YEAR DEVELOPMENT PLAN (2000-2009)

You are hereby directed to submit your 1999 Annual Development Plan to this office, copy furnish to your respective directors and the Planning and Development Office, on or before September 4 1998. Please prepare also a ten-year development plan (2000-2009) of your office/units for presentation during the College-wide Ten-Year Development Planning Workshop this coming 21-23 October 1998. The format and some proposed plans to be incorporated in your ten-year development plan, based on a university structure, will be forwarded to your office upon receipt of your 1999 Annual Development Plan.

Attached is the format for the 1999 Annual Development Plan for your guide.

For immediate compliance.


SAMUEL S. GO
President

1999 Annual Development Plan Format

- I. Introduction
- II. Objectives by function: must be measurable
- III. Targets
 - quantification of objectives
 - specify, in numeral terms, the intended output of every activity by function: instruction, research, extension
- IV. Strategies by function
 - identify the general approach to be adopted to attain the objectives set
- V. Programs/Projects (List all programs/projects by function)
- VI. Plan Implementation/Monitoring by-function
 - ways/methods by which the programs/projects identified will be implemented/monitored
- VII. Development Administration/Financing
 - budgetary requirements by function