



15 May 2017

MEMORANDUM CIRCULAR NO. 38

Series of 2017

T	O:	<i>Strategic Plan Writers</i>	
		Dr. Dilberto O. Ferraren	Chair
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		Mr. Ian Kim Gahoy	Member
		<i>Facilitators</i>	
		Dr. Lualhati M. Noriel	Chair
		Ms. Connel D. Antipaso	Co-Chair
		Ms. Bernardita P. Bibera	Member
		Ms. Lilibeth Pagalan	Member

With Dr. Dilberto O. Ferraren and Dr. Lualhati M. Noriel as Chairs of Strategic Plan Writers and Facilitators, respectively, please constitute yourselves into a team with the following tasks:

Writers:

1. To assist the President and Vice President for Planning in planning and organizing the conduct of the Strategic Planning Workshop of the university.
2. To recommend to the President a "skeletal" format of the Strategic Planning of the university.
3. To recommend participants of the Strategic Planning who will be able to represent the stakeholders of the university.
4. To document inputs from stakeholders and integrate them into the plan
5. To recommend such other strategies to the President that will facilitate timely completion of the Strategic Planning.
6. To document the proceedings using video and digital still/SLR camera during the entire duration.
7. To take pictures of important highlights of the activities
8. To provide transcripts of the discussion.
9. To come up with the proceedings and draft of Strategic Plan two (2) weeks after the end of the workshop.



VISAYAS
STATE UNIVERSITY

Office of the President

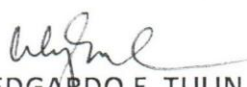

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Facilitators:

1. To assist the Vice President for Planning in the reservation of venue, food and accommodations.
2. To assist the Vice President in the physical arrangement of the venue and preparation of all materials needed for the workshop and documentation like LCD, laptops, videotapes, batteries, camera, etc.
3. To prepare tarpaulins to be hanged in the venue.
4. To perform tasks as recommended by the VP for Planning.

Your full cooperation is earnestly requested for the success of this activity.

Thank you.


EDGARDO E. TULIN
President 

Vision: *The premier university of science and technology in the Visayas.*

Mission: *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*