



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

Office of the President

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MEMORANDUM NO. 88
Series of 1998

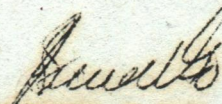
- T O: All Income Generating Project Managers
(RF and Non-RF Agricultural Projects)**
- R E: Semi-Annual Review and Planning Workshop for IGPs**

You are hereby informed that a two-day Semi-Annual Review of all Income Generating Projects will be held on September 17-18, 1998 at the ViSCA Pavilion. The objectives of this year's semi-annual review are: 1) to identify strength and weaknesses in running our IGPs and 2) to formulate remedial measures for efficient operation of income generating projects.

Project managers are required to attend this review on official time. Likewise, they are required to prepare their individual semi-annual project reports for oral presentation following the attached format.

To defray the cost of food and materials during the said review, a registration fee of P250.00 chargeable against your respective projects will be collected through fund transfer.

For your guidance and compliance.


SAMUEL S. GO
President

**1998 Semi-Annual Review for IGPs
(Report Format)**

I. Plans and Accomplishments (Jan.-June 1998)

1.1 Plans and targets

- a. Activities to be done
- b. Expected results (e.g., yield, income, expenses)

1.2 Summary of Accomplishments

- a. Activities implemented
- b. Outcome of project operation (present summary of accomplishment such as yield, income, and expenses)

1.3 Problems encountered and actions taken

- a. Identify problems and other factors that caused the deviation of accomplishments from plans and targets
- b. Other problems

II. Plan of activities for the next 6 months (July-December 1998)