

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

442

OFFICE OF THE PRESIDENT

13 December 1989

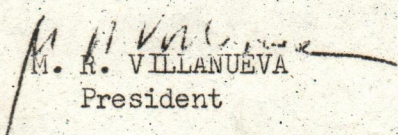
MEMORANDUM NO. 194
Series of 1989

TO: All Concerned Administrators and
Other Personnel

RE: PREPARATION OF ACCOMPLISHMENT REPORT

This Office has gathered that honoraria of certain College officials and other concerned personnel are being withheld unless accomplishment reports are up to date. This is perhaps the first time that COA is imposing such a requirement. If you need help in preparing the accomplishment report, please see Mrs. Norma V. Cala for guidance. A simple format has been devised that is acceptable to the Auditor.

Thank you.


M. R. VILLANUEVA
President

cc: Mrs. Norma V. Cala