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MEMORANDUM CIRCULAR NO. 273
Series of 2024

TO: All VPs, Chancellors, Directors, Deans, Department/Unit Heads

RE: Submission of the 2024 Annual Accomplishment Report

FROM: DR. PROSE IVY G. YEPES
University President *oic 12/2/24*

DATE: December 2, 2024

The year is almost over, and as a usual activity, we are required to prepare our accomplishment reports for the year. In this connection, please prepare and submit the 2024 Annual Reports following the ISO format TP-VPR-01 Annual Report.

- a) Submission of the 2024 Annual Accomplishment Reports to respective Deans and Directors on or before January 6, 2025.
- b) Submission of 2024 Annual Accomplishment Reports to respective Vice Presidents and Chancellors on or before January 13, 2025.
- c) Submission of the summarized/consolidated reports from the Vice Presidents and Chancellors to the OVPPRGAS (both hard and soft copy) on or before January 27, 2025.

Please provide and submit a copy of all reports with pictures documenting important events (Ex. MOA signing, receiving awards, breakthroughs, significant activities, etc.) to this google drive:

<https://drive.google.com/drive/folders/1L93q7Ms4GUpktjWlg8wO8SyS7xmRfCqx?usp=sharing>

For compliance.

OFFICE OF THE PRESIDENT

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