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## Office of the President

26 March 2012

MEMORANDUM NO. 134

Series of 2012

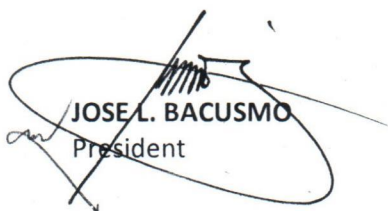
**T O: All Project Leaders/Managers of IGP and STF Projects**

**R E: 2012 Annual Review of IGP and STF Projects**

Please be informed that the **2012 Annual Review of IGP & STF Projects** will be held on <sup>23-</sup>**April 17 – 18, 2012** at the **2<sup>nd</sup> Floor of the Center for Continuing Education**. You are therefore required to attend and present the status of your project, the implementation of the previous years' recommendations, your plans and targets for the year 2012 including the projected income and expenses considering full cost accounting.

All project leaders/managers are required to prepare a presentation in matrix form following the attached format. Eight (8) hard copies and an e-copy should be submitted to the Office of the IGP Director on or before April 11, 2012. Please be reminded that as provided for in the attached program of activities, each presenter is given only 10 minutes and another 10 minutes is allotted for the questions from the evaluators.

For your information and guidance.

  
**JOSE L. BACUSMO**  
President

cc: Dr. E. E. Tulin  
Dr. S. C. Bantugan  
Records  
File