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Office of the President

11 January 2011

MEMORANDUM CIRCULAR NO. 4

Series of 2011

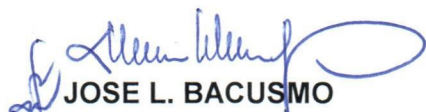
T O: College Deans, Department Heads and Center Directors

R E: Seminar on IGP Report Preparation

For improved efficiency and timeliness in the submission of required project reports, the IGP Board of Management will conduct a Seminar on IGP Project Report Preparation on January 28, 2011. It will be a half-day activity. The objective of the seminar is to be able to train Project Managers and others in-charge of report preparation to be knowledgeable in a computer based report preparation using a template which will be discussed and presented during said seminar.

Please allow therefore the Project Managers and those involved in project report preparation in your unit to attend this seminar.

Please be guided accordingly.


JOSE L. BACUSMO
President

SEMINAR ON IGP REPORT PREPARATION

January 28, 2011

1:00 p.m. - 1:30 p.m.

Registration

1:30 p.m. - 2:00 p.m.

Opening Program

Invocation

Pambansang Awit

Opening Remarks

- **Ms. Ma. Fe Limsiaco**

- **Dr. Edgardo E. Tulin**

VP for Planning & Resource Generation

Intermission Number

Message

- **Dr. Jose L. Bacusmo**

University President

2:00 p.m. – 2:15 p.m.

Rationale of the Seminar and other Administrative details

- **Dr. Sulpecio C. Bantugan**
Director, IGP

2:15 p.m. – 3:30 p.m.

How to Prepare the Reports

- **Dr. Fe M. Gabunada**
Member, IGP-BOM

- **Prof. Alan B. Loreto**
Member, IGP-BOM

3:30 p.m. – 4:30 p.m.

Workshop

4:30 p.m. – 5:00 p.m.

Closing Program

Message

Distribution of Certificates

Closing Remarks

- **Dr. Jose L. Bacusmo**

- **Dr. Edgardo B. Tulin**